

**Board of Trustees Meeting Agenda**  
**Wednesday, December 11, 2024 6:45PM**  
**Heritage Room**

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1. Call to order. Board agrees to allow Trustees to vote remotely. A quorum of 5 must be physically present.
2. Chair appointment of Alternate Trustee to serve as voting member (if needed)
3. Approval of meeting agenda
4. Public Comments/Correspondence
5. Approval of Nov. 13, 2024 minutes
6. Friends' Report – Linda Johnson
7. Treasurer's Report - Erik Waddell
8. Director's Report –Sheryl Bass
9. Director's Action Items
  - Holiday Schedule and Staff Development Days for 2025
  - Recommendation for new event scheduling and ticket management software
10. Strategic Planning Committee
  - Revised objectives and survey
11. Policy Committee
  - Library Closing Policy - revision
  - Homebound Delivery Service Policy (new policy)
12. Review Director's prior year goals
13. Review process for Director's evaluation
14. Adjournment

Future meetings: 2nd Wednesday of each month: Jan. 8, Feb 12.

## ZOOM CALL-IN & PUBLIC INPUT INSTRUCTIONS

To acquire the Zoom Meeting ID and Password please email [durhampl@gmail.com](mailto:durhampl@gmail.com) or phone (603) 868- 6699.

To Participate by Video

### VIDEO ONLY INSTRUCTIONS:

1. Go to: [Zoom.us](https://zoom.us)
2. Click: Join A Meeting
3. Enter Meeting ID#
4. Enter Meeting Password#

### IMPORTANT!

1. Please be sure your full name is viewable, and you are identifiable when using Zoom.
2. You will enter a Zoom waiting room until the Public portion of the meeting opens.

Please remember that these are LIVE meetings and you will be muted when you enter the room. You will not be able to communicate directly with anyone at the meeting at this time, if you wish to submit comments for public input, you will need to have submitted your comments via email to [durhampl@gmail.com](mailto:durhampl@gmail.com) by 5:00 PM on the day of the meeting. If you should have difficulty accessing this number at 6:45 PM, you can send us an email to [durhampl@gmail.com](mailto:durhampl@gmail.com) or call (603) 247-9757.