



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | durhampubliclibrary.org

Board of Trustees Meeting Agenda Thursday, March 10, 2022, 6:45PM

IN-PERSON MEETING in OYSTER RIVER ROOM of DURHAM PUBLIC LIBRARY

1. Call to order. Board agrees to allow Trustees to vote remotely. A quorum of 5 must be physically present.
2. Approval of meeting agenda.
3. Approval of minutes (2/10/22)
4. Public comments/Public Correspondence
5. Friends' Report – Beth Newkirk
6. Treasurer's Report for February 2022—Erik Waddell
Recommendations on use of matured CD funds.
7. Director's Report –Sheryl Bass
 - A. Staffing issues—Advertising for Youth Services Library Assistant
 - B. Building issues (re-lamping DPL, re-painting Oyster River Room, cleaning)
 - C. Staff Development Day 2/28/22
8. Review and vote on Sheryl's proposed 2022 Goals for herself.
9. Fiscal Accounting of DPL expenses for 2021. DPL owes Town \$28,000
10. Update from Personnel/Policy Committee
 - A. Should DPL have a written policy requiring a minimum of 3 quotes on work/orders costing more than \$2000 for which the DPL is paying? Should the DPL Director be able to make purchasing decisions up to \$2000 without obtaining prior Board approval?
 - B. Reviewing job descriptions of full-time personnel, starting with the Head of Adult Services position.
12. Update from Finance & Technology Committee
 - A. Meeting with Deb Ahlstrom of the Town to formulate budget procedures
 - B. Recommend procedures for reporting to Board on YTD spending of Town allocation.
 - C. Recommend procedures to safeguard Annual Appeal checks and to make sure each donation is recorded and verified by at least 2 people.
13. Adjournment

Future meetings 2nd Thursday of each month **6:45 pm.** April 14, 2022; May 12, 2022 ; June 9, 2022; July 14, 2022; August 11, 2022; September 8, 2022