

NOTICE: THIS MEETING IS BEING HELD COMPLETELY ON-LINE USING ZOOM.  
PLEASE REFER TO THE “ZOOM CALL-IN AND PUBLIC INPUT INSTRUCTIONS” FOR  
THE MEETING (LOCATED AT THE END OF THE AGENDA).

Durham Public Library  
Board of Trustees Meeting Agenda  
Wednesday, November 18, 2020  
6:45 pm

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1. Call to order
2. Chair appointment of Alternate Trustee to serve as voting Trustee (if needed).  
Welcome to Stan Reczek and Nicole Cardwell as our new Alternate Trustees.
3. Approval of meeting agenda.
4. Approval of minutes (10/14/20)
5. Public Comments/Public Correspondence
6. Friends' Report – Susan Herhold
7. Treasurer's Report for October 2020 – Anne Knight
  - 7a. Appoint Erik Waddell as Assistant Treasurer and authorize him to sign checks
  - 7b. Discussion of use of money in the Prior Year Annual Appeal Subaccount. Possible transfer to Facilities Fund and/or Unrestricted Operations Fund
8. Director's Report  
Budget update – 2020 spending relative to budget.  
Proposed 2021 Library Budget slated for discussion at Town Council 11/30/20  
Technology update.
9. Discussion and vote on 3 technology purchases:
  1. Local server replacement
  2. Mobile hot spots for loan to patrons
  3. Zendesk (help desk ticketing software system)
10. Discussion and vote on whether to curtail Library services or continue at current level, given the upsurge in Covid-19 cases.
11. Robin Glasser and Sheryl Bass: Update on the 2020-21 Annual Appeal  
Letters should have all been mailed by 11/12/20.  
Outreach to Riverwoods  
Publicity via Friday updates, library E-news, Poster in DPL lobby, bookmarks  
PayPal
12. Discussion and vote on the 2021 Holiday and Staff Day proposed schedule.
13. ADJOURNMENT

Future DPL Board Meetings (via zoom)  
Wednesday, December 9, 2020  
Wednesday, January 13, 2021  
Wednesday, February 10, 2021

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ZOOM CALL-IN & PUBLIC INPUT INSTRUCTIONS

To Participate by Audio

AUDIO ONLY CALL-IN INSTRUCTIONS: To access any live Zoom Public Meeting by telephone, you may call in to 1-929-436-2866 then type in the Meeting ID. 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
2. Click: Join A Meeting
3. Enter Meeting ID#
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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.