

Craftsbury Public Library Board of Trustees Meeting Agenda

Date: Monday, January 3, 2022 6:00 PM

Introductions

Annual Meeting- elect board members: three open seats and two interim seats

Elect officers as needed- 2 yr term President, Secretary, Treasurer

Introduce and organize working groups

Approve minutes of last meeting

Financial report- Christina

Librarian's report- Susan O.

Review building insurance (need board member to read policy)

Working Group reports:

- Personnel
- Finance- bookkeeper position
- Other?

Thank you notes

January	Annual Meeting Elect officers as needed- 2 yr term Organize working groups Review building insurance Review Public Library Report	June	Report on summer plans Plan book sale
February	Review mission/goals/objectives Review bylaws and policies- every 2 years Prepare for Town Meeting Review Public Library Report	Sept.	Review progress on goals
March	Fundraising goals Revisit budget after Town Meeting Plan for National Library Week	Oct.	Form nominating committee Write trustee fundraising letter
April	Plan barn dance Plan plant sale Plan book sale Town Officer's Conference	Nov.	Nominating committee presents slate Plan fundraising letter mailing Evaluate Library Director Personnel committee sets salary Budget committee set budgets
May	Grounds and building committee report Plan Antiques and Uniques	Dec.	Review Public Library Report Vote on salaries & budget proposal Appropriation request to Town Clerk Library Report to town by Librarian

