

**Craftsbury Public Library Board of Trustees Meeting Agenda**

**Date: Monday, February 7, 2022 6:00 PM**

Approve minutes of last meeting

Financial report- Christina

Librarian's report- Susan O.

Review Public Library Report

Prepare for Town Meeting

Working Group reports:

- Personnel
- Finance
- Books for Babies
- Fundraising
- Open Hours Proposal
- Other?

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