

# Craftsbury Public Library

## Board of Trustees Meeting Agenda

**Date: Monday, March 6, 2022 6:00 PM**

Other Business

Additions to the Agenda

Public Comment

Board training:

- Discussion of Library Trustee Duties & Responsibilities Video  
<https://www.youtube.com/watch?v=RoDZ7WPPHP8>
- Board Planning Matrix  
<https://docs.google.com/document/d/1PTWinNC8goes6yCcnratA0oMfo7zcor4/edit?usp=sharing&oid=107517384805624780146&rtpof=true&sd=true>

Approve minutes of last meeting

Financial report- Ann

Librarian's report- Susan O.

Working Group Reports:

- Finance: Ann
- Policy/Planning: Kim
- Books for Babies: Misty
- Fundraising: Allison

National Library Week

January	Annual Meeting Elect officers as needed- 2 yr term Organize working groups Review building insurance	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.	Vote on salaries & budget proposal Appropriation request to Town Clerk Library Report to town by Librarian
-----	-----------------------------------------------------------------------	------	------------------------------------------------------------------------------------------------------------------------