

# Craftsbury Public Library

## Board of Trustees Meeting Agenda

**Date: Monday, April 3, 2023 6:00 PM**

Additions to the Agenda/ Other Business

Public Comment

Board training and discussion:

- Discussion of Open Meeting Law Video (4.5 minutes)  
<https://www.youtube.com/watch?v=869tN2W81DU>
- Extra material: Open Meeting Guide from Secretary of State (pre-Covid) (15 pages)  
<https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>
- Extra material: The State Statute that covers Open Meeting Law (While you don't need to memorize this, it is good to know where the actual law is)  
<https://legislature.vermont.gov/statutes/fullchapter/01/005>

Approve minutes of last meeting

Financial report- Ann

Librarian's report- Susan O. (will be absent)

National Library Week plan- Kim

Working Group Reports:

- Policy/Planning: Kim
- Fundraising: Allison
  - Barn Dance/Silent Auction
  - Plant Sale
  - Garden Tour
  - Book Sale
- Others?

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	Nov.	Nominating committee presents slate

	Plan book sale Town Officer's Conference		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