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

**Date: Monday, October 3, 2022 6:00 PM**

Approve minutes of last meeting

Financial report- Christina

Librarian's report- Susan O.

Working Group reports?

Board makeup/nominating committee

Plan trustee fundraising letter

|  |  |  |  |
| --- | --- | --- | --- |
| January | Annual MeetingElect officers as needed- 2 yr termOrganize working groupsReview building insuranceReview Public Library Report | June | Report on summer plansPlan book sale |
| February | Review mission/goals/objectivesReview bylaws and policies- every 2 yearsPrepare for Town MeetingReview Public Library Report | Sept. | Review progress on goals |
| March | Fundraising goalsRevisit budget after Town MeetingPlan for National Library Week | Oct. | Form nominating committee Write trustee fundraising letter |
| April | Plan barn dancePlan plant salePlan book sale Town Officer's Conference | Nov. | Nominating committee presents slate Plan fundraising letter mailingEvaluate Library DirectorPersonnel committee sets salary Budget committee set budgets |
| May | Grounds and building committee reportPlan Antiques and Uniques  | Dec. | Review Public Library ReportVote on salaries & budget proposalAppropriation request to Town ClerkLibrary Report to town by Librarian |