**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-

* Budget
* Personnel
* Art & Artifacts
* Nominating

Plan trustee fundraising letter

Evaluate Library Director

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| 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. | Vote on salaries & budget proposalAppropriation request to Town ClerkLibrary Report to town by Librarian |