**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 Meeting  Elect officers as needed- 2 yr term  Organize working groups  Review building insurance  Review Public Library Report | 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 |