**Craftsbury Public Library**

Board of Trustees Meeting Agenda

**Date: Monday January 8, 2023 6:00 PM**

Additions to the Agenda/ Other Business

Public Comment

Approve minutes of last meeting

Financial report- Ann

Librarian's report- Susan O.

Elect officers as needed- 2 yr term

* President
* Vice-President
* Secretary
* Board Rep
* Thank you note writer

Organize working groups

Working Group Reports:

* Solar

Annual Appeal thank you letters

Meeting time change? 6pm is not ideal for Ailynne’s family

Red Sox Fundraising idea- Misty

Linda’s memorial- Ann, Susan O.

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| January | Annual MeetingElect officers as needed- 2 yr termOrganize working groupsReview building insurance | 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 |