**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 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  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 |