

Craftsbury Public Library

Board of Trustees Meeting Agenda

Date: **Monday, January 6, 2020 6:00PM**

Approve minutes of last meeting

Treasurer's report- Susan F. and Linda

Librarian's report- Susan O.

Annual Meeting- Elect officers for 2 yr term: Vice-chair and secretary

Organize committees

Review building insurance

Review Public Library Report (or in February)

Library Report to town by Librarian

Consider request for staff leave of absence

Committee reports- Personnel

January	Annual Meeting Elect officers as needed- 2 yr term Organize committees Review building insurance Review Public Library Report Library Report to town by Librarian	June	Report on summer plans Plan book sale
February	Review mission/goals/objectives Review bylaws and policies- every 2 years Prepare for Town Meeting	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 sets budget Plan Skida Sale
May	Grounds and building committee report Plan Antiques and Uniques	Dec.	Vote on salaries & budget proposal Appropriation request to Town Clerk