

Craftsbury Public Library

Board of Trustees Meeting Agenda

Date: Monday, November 2, 2020 6:00 PM via ZOOM

1. Approve minutes of last meeting
2. Treasurer's report- Susan F.
2. Librarian's report- Susan O.

Personnel Plan for end of 2020 and winter

Phased Re-Opening Update

5. Expansion Committee Update
6. Trustee and Officer vacancies and needs and slate
7. Proposed memorial sign
8. Fundraising letter and process
9. Set Budget Committee and Personnel Committee meetings

January	Annual Meeting Elect officers as needed- 2 yr term Organize committees 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	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.	Plan Skida Sale Review Public Library Report Vote on salaries & budget proposal Appropriation request to Town Clerk Library Report to town by Librarian