

## Craftsbury Public Library

### Board of Trustees Meeting Agenda

**Date: Monday, January 4, 2021 6:00 PM via ZOOM**

1. Approve minutes of last meeting
2. Annual Meeting- elect new board members
3. Elect officers as needed- 2 yr term
  - Vice-chair
  - Secretary
  - Treasurer
4. Organize committees
5. Treasurer's report- Susan Flynn
6. Librarian's report- Susan O.
7. Library Report to town- Susan O.
8. Executive Session

Deferred: Discussion of memorial policy, Building Insurance review

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