

## Craftsbury Public Library

Board of Trustees Meeting Agenda

**Date: Monday, April 5, 2021 6:00 PM via ZOOM**

Approve minutes of last meeting

Financial report- Christina

Librarian's report- Susan O.

Next Steps for Reopening- Susan O.

National Library Week- April 4-10, 2021

Plant Sale

Committee reports-

- Expansion committee- Ned

|          |                                                                                                           |       |                                                                                                                                                                        |
|----------|-----------------------------------------------------------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January  | Annual Meeting<br>Elect officers as needed- 2 yr term<br>Organize committees<br>Review building insurance | June  | Report on summer plans<br>Plan book sale                                                                                                                               |
| February | Review mission/goals/objectives<br>Review bylaws and policies- every 2 years<br>Prepare for Town Meeting  | Sept. | Review progress on goals                                                                                                                                               |
| March    | Fundraising goals<br>Revisit budget after Town Meeting<br>Plan for National Library Week                  | Oct.  | Form nominating committee<br>Write trustee fundraising letter                                                                                                          |
| April    | Plan barn dance<br>Plan plant sale<br>Plan book sale<br>Town Officer's Conference                         | Nov.  | Nominating committee presents slate<br>Plan fundraising letter mailing<br>Evaluate Library Director<br>Personnel committee sets salary<br>Budget committee set budgets |
| May      | Grounds and building committee report<br>Plan Antiques and Uniques                                        | Dec.  | Plan Skida Sale<br>Review Public Library Report<br>Vote on salaries & budget proposal<br>Appropriation request to Town Clerk<br>Library Report to town by Librarian    |