

Board of Trustees of the Williamsburg Libraries
Greta Carey Project Committee
Monday, 23 April 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Sponsorships
 - a. Checks received to date
 - b. In-kind donations
 - c. Cross-promotions
3. Publicity and promotion
 - a. Poster updates
 - b. Valley event postings
 - c. Newspaper stories – Country Journal, Gazette, etc.
 - d. Facebook page, cross-postings
 - e. Website statistics
4. Meekins closing reception and auction
 - a. Silent bidding update
 - b. Ticketing update
 - c. Catering update
 - d. Reception program
 - e. Signage: sponsor list, silent auction winners, parking?
 - f. Review schedule and tasks
 - g. Plan training on Square system
 - h. Friday afternoon setup session at 2 pm
5. Grange exhibit and sale
 - a. Display panels and hanging plan
 - b. Painting labels done
 - c. Signs for building
 - d. Staffing review
6. Adjourn