

**Board of Trustees of the Williamsburg Libraries**  
Monday, 22 October 2018, 7:00 pm  
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

**Agenda**

1. Call to order
2. Minutes
  - a. Designate recorder: Cynthia Joan Charlotte Rob Ed
  - b. Review draft minutes of September 17 meeting (Joan)
3. Director's report (Katie)
  - a. School program updates
  - b. Friends news and updates
  - c. Staff updates
  - d. Security updates
  - e. Other library news
4. Financial reports (Katie)
  - a. Annual fund status (goal \$18,500)
  - b. Current budget status
5. Old business
  - a. Meekins building and grounds (Rob, Ed)
  - b. Haydenville building and grounds (Rob, Ed)
  - c. Haydenville library internet and phone service (Katie)
  - d. Review draft director performance evaluation forms created by all (all)
6. New business
  - a. Completion of Conflict of Interest Law course
  - b. Major gift and bequest policy
  - c. James Kitchen sculptures
  - d. Financial report tutorial (Cynthia)
7. Next meeting date: Monday, November 19, 2018
8. Adjourn