

**Board of Trustees of the Williamsburg Libraries
& Greta Carey Project Committee**
Thursday, 15 February 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Outreach to potential sponsors
 - a. Review revised outreach letter
 - b. Review list of businesses and designated personal contacts
 - c. Review other mailing materials (labels, stamps)
 - d. Letter preparation and mailing plan
3. Publicity and promotion
 - a. Review poster and postcard designs
 - b. Plan poster sites and distribution
 - c. PR list for Valley news outlets
 - d. Planned news stories
4. Meekins exhibit and sale
 - a. New donated painting
 - b. Catering options
 - c. Music options
 - d. Initial bid amounts
 - e. Ticket price
 - f. Program for closing reception
 - g. Option to display Greta's poetic profiles of local citizens
5. Grange exhibit and sale
 - a. Status of display panels
 - b. WHS bake sale possibility, other related activities
6. Other
 - a. Murals at Brewmaster's
 - b. Website updates
7. Next meeting date
8. Adjourn