

**Board of Trustees of the Williamsburg Libraries**  
**Greta Carey Project Committee**  
Monday, 26 March 2018, 7:00 pm  
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

**Agenda**

1. Call to order
2. Outreach to potential sponsors
  - a. Funds received to date
  - b. Acknowledgment letters
  - c. Cross-promotion plans
3. Publicity and promotion
  - a. Current poster placements and number still needed
  - b. Valley event postings
  - c. Newspaper stories
  - d. Facebook page
  - e. PO display case
  - f. Elbow Room Café
4. Meekins exhibit and sale
  - a. Hanging plan and labels
  - b. Silent auction bidding process and required materials
  - c. Refreshments for opening reception
  - d. Notecard options
5. Meekins closing reception and auction
  - a. Ticketing update: online, printed tickets
  - b. Problem with raffle idea
  - c. Catering decision
  - d. Musical options
  - e. Printed reception program
  - f. Sponsor acknowledgment signage
6. Grange exhibit and sale: Hanging plan and labels
7. Next meeting date
8. Adjourn