

**Board of Trustees of the Williamsburg Libraries
& Greta Carey Project Committee**
Tuesday, 30 January 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Designate recorder
3. Old business
 - a. FY19 budget request
 - b. Art sale payment options
 - i. Greta Carey Project checking account
 - ii. Square credit-card processing
 - c. Folding panels and lighting for Grange exhibit
 - d. Mailing and return-address labels
 - e. Brewmaster's murals
 - f. Website updates
4. New business
 - a. Starting bids for Meekins paintings
 - b. Fixed prices for Grange paintings
 - c. Outreach to potential sponsors
 - i. Finalize letter to local businesses
 - ii. Select primary businesses and designate contact people
 - iii. Letter preparation and mailing plan
 - d. Draft poster designs
 - e. Tickets for closing reception (BrownPaperTickets)
 - i. Start date for online sales (March 1?)
 - ii. Start date for direct sales (April 1?)
 - iii. Text and images
 - iv. Cross-promotion opportunities
 - f. Draft article(s) for Daily Hampshire Gazette
 - g. Other
5. Next meeting date
6. Adjourn