

Board of Trustees of the Williamsburg Libraries
Tuesday, January 21, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Minutes
 - a. Designate recorder: Cynthia Pat Charlotte Ken Rob
 - b. Review draft minutes of December 16 meeting (Pat)
3. Director's report (Bev)
 - a. Community connections
 - b. Staff updates
 - c. Programming
 - d. Technology updates
 - e. School program updates
 - f. Friends news and updates
 - g. Other library news
4. Financial reports (Bev)
 - a. Annual fund status (goal \$18,500)
 - b. Current budget status
5. Old business
 - a. Maintenance and repair updates
 - i. Meekins outdoor furniture winter storage
 - ii. Meekins doorbell replacement
 - b. Annual campaign
 - i. donor email (Charlotte)
 - ii. bookmarks
 - c. Long range plan
 - d. Ideal staffing plan (Bev)
 - e. New Photography & Video Policy (Bev)
 - f. LSTA grants
 - g. Library Director objectives (Bev)
 - h. Senior services including Pop-up Library
 - i. Trustee representation at next Friends meeting (Cynthia)
6. New business
 - a. 2020-2021 budget
 - b. Other
7. Next meeting date: Monday, February 17
8. Adjourn