

Board of Trustees of the Williamsburg Libraries
Monday, 19 November 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 October 22 meeting (Charlotte)
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. Review draft director performance evaluation forms created by all (all)
6. New business
 - a. Review draft annual fund letter (Charlotte, all)
 - b. Backup generator for heating system
 - c. Other
7. Next meeting date: Monday, December 10, 2018
8. Adjourn