

**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