

**Board of Trustees of the Williamsburg Libraries**  
Monday, 20 November 2017, 7:00 pm  
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

**Agenda**

1. Call to order
2. Minutes
  - a. Designate recorder: Cynthia Joan Jon Charlotte Rob
  - b. Review draft minutes of October 17 meeting (Rob)
3. Director's report (Katie)
  - a. School library program
  - b. Friends news and updates
  - c. Changes to meeting room policy
  - d. Other library news
4. Financial reports
  - a. Annual fund update (Katie)
  - b. Overall budget (Katie)
5. Old business
  - a. Meekins repair projects: cheek walls, old walkway, book drop divot, attic insulation (Jon)
  - b. Mass Historic Commission grant thank-you letter (Rob)
  - c. Haydenville repair projects (Jon)
6. New business
  - a. Review landscape plan for Meekins grounds (Nick Dines)
  - b. Review draft annual campaign letter and plan next steps (Charlotte)
  - c. Greta Carey project planning
    - Publicity and promotion (poster, signs, articles, etc.)
    - Outreach to local businesses (sponsorships, special offers)
    - Meekins exhibit and silent auction set-up
    - Meekins opening reception
    - Meekins closing reception and live auction
    - Grange exhibit and related events
7. Next meeting date: Monday, December 18, 2017
8. Adjourn