

**Erving Public Library**  
**Library Trustee Meeting Agenda**  
**January 5, 2019 (Sunday) at 4:00 pm**  
**Held at the Erving Public Library**  
**17 Moore Street, Erving, MA 01344**

**Call to Order**

**Approval of Minutes**

**Reports**

- Friends' Report – *Becky Hubbard, Friends President*
- Librarian's Report – *Barbara Friedman, Library Director*
- Committee Reports: Building Committee/Fundraising - *Rupert Roy-Clark, Trustee*

**Sign Bill Schedule**

- Construction
- Regular

**Old Business**

- Budget review preparation for BOS presentation January 6
- Director's Annual Review-tabled from last 3 meeting
- Policies – Approval of Meeting Room Policy
- Acceptance of in-kind gifts (desk, chair, art, etc.)
- Donor Recognition, plaques, etc.

**New Business**

- Review Annual Report for 2019 Draft
- Review FY21 Action Plan
- Review of policy booklet for new library
- Review job description for new director
- February Around Town preview of New Library Events March through July
- Job Description/Job Review of Positions/Wages Report if available from BOS
- Trustee Responsibilities for Grand Opening, March 29, 2020

**Other Upcoming Meetings:**

**Monday, January 6<sup>th</sup> 7:00 pm Joint Meeting with Board of Selectmen, Finance Committee and Library Trustees at Senior/Community Center**  
**Wednesday, January 8<sup>th</sup> 6 pm Fundraising Committee Meets**  
**Thursday, January 9<sup>th</sup> 5:30 pm Joint Meeting of the Library Building Committee/Library Trustees**

*These agenda items are those reasonably anticipated for discussion. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion.*