

## Pierson Library Board of Trustees Agenda

April 15, 2021 7 PM

### On Zoom (Details below)

1. Call to Order 7:00 PM
2. \*Approval of Agenda 7:05 PM
3. Public Comment
4. \*Approval of minutes from March 18, 2021 7:08 PM  
One change: Jane did not attend the 2/25 meeting so she has to abstain when approving the minutes from that meeting.  
\*Approval of minutes from March 30, 2021
5. Treasurer's Report 7:10 PM
6. Library Director update 7:15 PM  
including Enhancements, Communications, Volunteers, COVID safety, budget
7. Welcome to our new Trustees (Alice Brown, Holly Brough) 7:35 PM  
Plans for training and Strategic Plan review (topics to cover, who wants to participate?)
8. Strategic Plan short update (plan approval in May) 7:45 PM
9. Allocate roles/tasks 7:50 PM
  - Secretary (minutes for meetings)
  - Treasurer (monthly report + annual summary at end of fiscal year)
  - Annual review of Director and goals (end of fiscal year)
  - Town Budget (work with Director)
  - Strategic Plan (3-year plan due for updating in 2021)
  - Communications

Other Tasks that can be assigned now or as needed

  - Art selection with Kevin
  - CBC Report for inclusion in the Town annual report (Dec)
  - Annual campaign - (flyer to send out in Nov)
  - Gift cards for volunteers (Nov)
  - Shelburne Day (August, if town holds the event)
  - Review library policy manual
  - Review Trustee by-laws
10. Parking lot of topics for future meetings:  
Coordination with the Town on reserving meeting rooms  
Coordination with the Friends  
Art in the library policy/plan
11. Next scheduled meeting, **May 20, 2021 7 PM**
12. \*Meeting adjourns 8:05 PM

\*Agenda items that require Motion, Second and Vote

Reasonable accommodations shall be provided upon request to ensure that this meeting is accessible to all individuals regardless of disability

Conference Call:

MEETING INFO

Personal Meeting ID (participants will need this to call or log in from their Zoom Account): 403-319-7524

Meeting Password: 454903

Call in phone number: (415)762-9988

URL to log in to the meeting: <https://zoom.us/j/4033197524?pwd=WXFYTUJTZkMvdUIHWFpScStGR2dwdz09>