

TOWN OF WINCHESTER**PUBLIC MEETING NOTICE**

Board/Committee: Library Board of Trustees

Date: April 11, 2023

Time: 6:00 pm

Place: Trustees Conference Room

Submitted by: Nicole Langley, Director

Email address: nlangley@minlib.net

AGENDA – Regular Meeting

- I. Citizens Speak
- II. Approval of Minutes: Regular Meeting, March 21, 2023
- III. Director's Report
- IV. Payroll/Invoice Report
- V. Personnel Update
- VI. Policies and Open Meeting Law Discussion
- VII. Strategic Plan Update
- VIII. Old Business
- IX. New Business
- X. Date of Next Meeting: Tuesday, May 16, 6:00 PM
- XI. Adjournment

AGENDA – Organizational Meeting

- I. Election of Officers
- II. Designation of Payroll/Invoice Signee

Trustees Meeting

- Type minutes from previous meeting
- Make a draft of the agenda – Director will finalize
- Type up the meeting memo to the Trustees
- Type up the meeting notice and send to town clerk for posting (townclerk@winchester.us)
 - Must be posted 48 hours prior to meeting (should post 72 hours prior as town clerks request)
- Collect Director's Report from the director to add to the packet
- Make 8 copies of all of the above and any other supporting documentation the director may have for the meeting. Mail one packet to each of the Trustees (5) and distribute one copy to the director, one copy to the Assistant Director and one for the Administrative Assistant's files.