

Annual Trustees Calendar 2019

Approved June 2003

Revised Aug 2003...Nov 2015...Jan 2016...Nov 2018

January

- Submit Annual Report to Town
- Meet with Finance Committee to Discuss Next FY's Budget Proposal
- Prepare Warrant Articles for Spring Town Meeting (if any)

February – Q2 Reports

- Submit Warrant Articles for Spring Town Meeting (if any)

March

- Approve Holiday & Early Closing Schedule for Next FY
- Review Draft Request to GPL Endowment for Next FY
- Mid-Year Director Goals Review

April

- Approve Grant Request to GPL Endowment for Next FY
- Plan Staff Appreciation Day
- Attend Spring Town Meeting

May – Q3 Reports

- Hold Staff Appreciation Day

June

- Orient New Library Trustees; Provide Packet and Documents (if applicable)
- Elect Officers and Standing Committee Members after Town Elections
- Sign New Payroll Signatory; Send Memo of New Officers to BOS & Town Clerk;
- Forward gpltrustees@gpl.org email to Vice-Chair; update Board photo and online info. (GPL, MBLC, MLS)
- Review Director's Discretionary Fund; Approve Request for Next FY
- Review Library and Trustee Policies, Procedures, Bylaws, Privacy Audit, and Long-Range Plan

July –

- Review Old and Set New Trustee Goals for the Upcoming Year
- Prepare Warrant Articles for Fall Town Meeting (if any)

August – Q4 & FY End Reports & *Annual Report Information Survey (ARIS) due to MBLC*

- Appoint Library Director Evaluation Subcommittee; Review Evaluation Process
- Submit Warrant Articles for Fall Town Meeting (if any)

September

- Solicit Input for Library Director Evaluation
- Conduct Library Director Evaluation; Finalize Library Director Goals for Next FY
- Designate a Special Trustees Meeting in October to Review Draft of LD Evaluation including LD Goals
- Make Appointment to GPL Endowment for Term expiring Dec. 31 (if applicable)

October – *Annual Financial Report and State Aid Application & Compliance Form due to MBLC*

- LD Evaluation Subcommittee Meets with LD to Discuss Evaluation
- Review, Edit, Approve, and Sign Library Director Evaluation
- Review and Negotiate Library Director Contract (if applicable)
- Budget & Finance Committee Meet with Trust Commissioners to Review Last FY & Plan Next FY
- Attend Fall Town Meeting

November – Q1 Reports & *Updated Action Plan for Next FY due to MBLC*

- Attend Annual Meeting w/ Trust Commissioners & Investment Advisors to Review Financial Performance
- Mass. Library Trustees Association (MLTA) Annual Meeting Held
- Review and Prepare Budget Request for Next FY
- Approve Next FY Budget Request and Submit to Town Manager

December

- Budget & Finance Committee Meets with Town Manager Regarding Budget Request for Next FY
- Check MLA calendar for upcoming library legislative breakfasts