

Baker Free Library (Bow, NH)
Board of Trustees Annual Calendar - 2019
 Updated: May 8, 2019

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> ▪ Prepare for Budget Committee meeting ▪ Finalize BFL policy review dates for 2019 ▪ Review annual reports for Town ▪ Discuss trustee election & recruitment (Peirce Hunter) ▪ Filing period 1/23-2/1 ▪ Budget Committee meeting – 1/16/2019 ▪ Monitor SAU, BOS & BC minutes ▪ Trustee = Christine ▪ Trustee monthly meeting Wed 1/9 5:15 pm 	<p style="text-align: center;">JULY</p> <p style="text-align: center;">NO REGULAR MONTHLY MEETING</p> <ul style="list-style-type: none"> ▪ CIP presentation - ??
<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> ▪ Budget Committee Public Hearing – , BMS (snow date ?? same place & time) ▪ Candidates Night – Wed 2/20 at 6:30 pm ▪ Monitor SAU, BOS & BC minutes ▪ Trustee = David ▪ Trustee monthly meeting Wed 2/13, 5:15 pm 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> ▪ Distribute & Discuss draft budget for library (need all Trustees to attend) ▪ Prepare for budget presentation to Town ▪ Communicate with Foundation about Endowment investment ▪ Monitor BOS, BDC, School Board, & CIPC minutes ▪ Trustee = David ▪ Trustee monthly meeting Wed 8/14 5:15 pm
<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> ▪ Town Meeting 3/13/19 @ 6:30 pm BHS – ALL TRUSTEES ▪ Monitor SAU, BOS, BC minutes ▪ Trustee = Marc ▪ Trustee monthly meeting Wed 3/13 5:15 pm 	<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> ▪ Final review of draft budget & vote to approve (need all Trustees to attend – quorum mandatory) ▪ Begin preparation for Annual Fund with Foundation ▪ Foundation mtg ?? ▪ Monitor BOS & BC minutes ▪ Trustee = Marc ▪ Trustee monthly meeting Wed 9/11 5:15 pm
<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> ▪ Change of board, orient new member ▪ Vote chair, treasurer, secretary ▪ Assign trustees for minutes monitor - annual calendar ▪ All Trustees to sign Library ethics policy ▪ All Trustees to review Town ethics policy ▪ Quarterly review of long-range plan in preparation of 2020/21 budget development ▪ Approve early closures/holiday closures through Dec. ▪ Communicate with Foundation about Endowment investment process (Dave Withers/Lori) ▪ Monitor SAU/BOS minutes ▪ Trustee = Benette ▪ Trustee monthly meeting Wed 4/10 5:15 pm 	<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> ▪ Submit draft Budget to Town Manager by 10/11 ▪ Approve holiday/early closure calendar 2019 ▪ Preparation for Annual Fund with Foundation ▪ Monitor BOS & BC minutes ▪ Trustee = ▪ Trustee monthly meeting 10/9 5:15 pm ▪ Hole staff luncheon in conjunction with staff training on Columbus day 10/14
<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> ▪ Prepare for director's evaluation ▪ 2020/21 Budget development begins ▪ Prepare CIP request to submit after 6/12 Trustee mtg ▪ Monitor BOS, BDC, School Board, & CIPC minutes ▪ Trustee = Jennifer ▪ Trustee monthly meeting Wed 5/8 5:15 pm 	<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> ▪ Budget presentation to BOS & BC (Sat ?? - ALL TRUSTEES) ▪ Giving Tuesday & Annual Fund publicity and solicitation ▪ Monitor BOS & BC minutes ▪ Trustee = ▪ Trustee monthly meeting Wed 11/13 5:15 pm
<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> ▪ Evaluate Director ▪ Initial review of targeted line items for new budget ▪ Monitor BOS, BDC, School Board & CIPC minutes ▪ Trustee = Eric ▪ Trustee monthly meeting Wed 6/12 5:15 pm 	<p style="text-align: center;">DECEMBER</p> <ul style="list-style-type: none"> ▪ Discuss Trustee elections & recruitment ▪ Annual Fund publicity and solicitation ▪ Monitor BOS & BC minutes ▪ Trustee = ▪ Trustee monthly meeting Wed 12/11 5:15 pm

Trustee monitor minutes & on-call (including Friends meetings) – if you cannot tend to your assigned duties on a particular month, it is your responsibility to have another Trustee replace you. **Note:** Trustees who do not have as many obligations to attend regular community meetings should focus on monitoring minutes & being “on call.”