

**TRUSTEES CALENDAR**  
**(Adopted from the Stowe Free Library January 2021)**

<b>January</b>	Review Board Bylaws, Trustee Job Descriptions, Endowment Policy Review Library Mission, Vision, and Values Statements Assess Proposed Library Budget for the Coming Fiscal Year Set Current Year's Goals for the Strategic Plan
<b>February</b>	Review Rules of Conduct Review Child Safety Policy Discuss Upcoming Town Meeting Day (March)
<b>March</b>	Review Photograph Policy and Photo Release Form Review Volunteer Policy Town Meeting Day
<b>April</b>	Review Selection Policy Review Request for Reconsideration of Library Materials Discuss / Schedule Annual Volunteer Reception (May) Reminder of Trustee Term(s) Ending
<b>May</b>	Review Circulation and Overdue Policy Review ILL Policy Annual Volunteer Reception
<b>June</b>	Trustees' Annual Meeting and Election of Officers
<b>July &amp; August</b>	Summer Break
<b>September</b>	Review Museum Pass Policy Review Technology Policy Discuss Strategic Plan Progress
<b>October</b>	Review Meeting Room Policy, Contract, and Guidelines Review Inclement Weather Policy Endowment Fund Expenditure Budget for upcoming FY
<b>November</b>	Review Donations Policy Discuss Purchase and Display of Holiday Decoration Discuss Town/Federal Holidays – Library Closings
<b>December</b>	Review Emergency Response Plan Review Trustee Calendar for Upcoming Year Annual Town Report