

Goffstown Public Library
Library Board of Trustees' Annual Calendar
Updated: April 2025

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> ▪ Prepare for budget public hearing & town deliberative session. ▪ Review GPL policies Matrix ▪ Budget Committee public hearing--All ▪ Review/write annual report –<i>Director</i>. ▪ Submit LBT financial report to Attorney General – <i>Director</i> ▪ Review Director evaluation feedback ▪ Review items in parking lot 	<p style="text-align: center;">JULY</p> <ul style="list-style-type: none"> ▪ Distribute & discuss draft budget for library (need all Trustees to attend) ▪ Review Strategic Plan ▪ Review compensation plan for budget development ▪ Review items in parking lot ▪ Discuss Capital Reserve Fund formation
<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> ▪ Review Investment Plan (annual) ▪ Review GPL policy matrix ▪ Candidates' night – Trustee on call ▪ Town Deliberative Session--All ▪ Deliver Director evaluation. ▪ Policy: Strategic Plan (annual) 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> ▪ Final review of draft budget & vote to approve (need all Trustees to attend – <u>quorum</u> mandatory) ▪ Prepare for budget presentation to Town. ▪ Deliver mid-year to Director in non-public. ▪ Discuss pumpkin regatta plans.
<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> ▪ Change of board - Orient new members – <i>Chair/Director</i> ▪ Vote chair and vice chair ▪ Evaluate need for alternate recruitment. ▪ Review Trustee onboarding page ▪ Policy: Implied Authority (annual) ▪ Warrant article planning if warrant article fails. 	<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> ▪ Budget presentation to Town (or when assigned) Director ▪ Recommendation for transfer of deaccessioned materials (if needed) ▪ Six-month check-in for LBT members. ▪ Policy: Non-Public Meeting Minutes Policy
<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> ▪ Reconsider Board self-evaluation ▪ Photo of new board for web; introductions ▪ Review Investment Policy (annual) ▪ Submit revised Investment Policy to Attorney General - <i>Director</i> ▪ Review & prepare potential CIP items. ▪ Policy: Implied Authority, if not in March (annual) 	<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> ▪ Approve holiday calendar. ▪ Select Board budget deliberation. ▪ Policy: Naming Policy (annual)
<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> ▪ Reimbursement form—Trustee of Trust Funds ▪ Recommendation for transfer of deaccessioned materials (The Library Director recommends the transfer of deaccessioned library materials to the Friends of the GPL in preparation of their (date) book sale.) 	<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> ▪ Plan staff appreciation ▪ Review policy matrix for following year assignments (<i>Chair & Vice Chair</i>) ▪ Budget presentation to Budget Committee ▪ Budget Committee deliberation meetings
<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> ▪ Budget development begins <i>Director</i>. ▪ CIP presentation (or when assigned) ▪ Trustee feedback for Director, mid-year ▪ Policies: Personnel Manual (annual) 	<p style="text-align: center;">DECEMBER</p> <ul style="list-style-type: none"> ▪ Discuss Trustee elections & recruitment. ▪ Recruit new Board members. ▪ Budget Committee deliberation meetings ▪ Discuss need for warrant article & potential wording. ▪ Acceptance of donations from Friends ▪ Evaluate Library Director