



Board of Trustees Meeting Agenda

6PM, September 19, 2025 - Earl Baker Conf Room at CCL

- I. Call to Order (Kim, 5 min)
 - A. Group Photo
 - B.
- II. Approval of Minutes from August Meeting (Kim, 5 min)
- III. Treasurer's Report (Peter) (10 min)
 - A. Current Financials: [Balance](#) and [Income Statement](#)
- IV. Director's Report/General Updates (Nancy) (20 min)
 - A. 2026 Budget
 - B. Programming Calendar
 - C. Staffing
 - D. Story walk, picnic tables (storage?)
 - E. Social Media Policy—development plan emailed to BOT
 - F. PALA conference - conference registration fee, transportation, lodging and meals.
 - G. **Narratives and Stats**
- V. Board Items (Kim) (20 min)
 - A. [Annual Appeal 2025](#)—Need Action Plan, Theme, Milestone Dates
 - 1. Fundraising Comm Mtgs to be set up in Sept and Oct
 - 2. Committee to: Develop Campaign Theme and Timeline for Outreach
 - 3. Milestone Dates: schedule to be finalized, initial outreach EO Oct
 - B. Update: WP TWP Meeting (Kim, Peter, Caroline, Nancy, 5 min)
 - 1. Key Take Aways/Actions
 - C. New Location Search
 - 1. Long-term Temp:
 - 1. Discuss site visits to: Anselma, Red Barn and St. Peter's/Clover Mill
 - 2. Review photos
 - 2. Property Acquisition: Keystone Grant Application (Kim)
 - 1. Partnering w WP Twp.
 - 2. Process/Deadlines

D. Move In Plan/Assign Ballpark dates

1. Secure Lease, Insurance & Permissions to update/paint etc.
2. Bring contractor to site, secure estimate, timing and start date
3. Work w Anna or Taylor and Francis re: Opening Day, Verizon–FIOS Cx
4. Work w CCLS and HYS to arrange for all IT and other supplies (bookshelves?) to be collected
5. Identify movers (possibly contractor)to install shelving, temporary rugs artwork, bulletin boards etc.
6. Work with CCLS IT to install computers
7. Other items?

E. Misc & Process

1. Process change? Sept-Dec BOT Mtg Advance Review Docs: Agenda, [Running List-Action Items](#), [Board Calendar](#). Volunteer for Doc Owners
2. Pulse Check–Board attendance, responsibilities. etc.
3. Board Training (Caroline)
4. Board Officer Gmail (Peter)

VI. Important Dates (10 min)

- A. Board 101 training: October 25, 10AM-noon
- B. Annual Appeal Kickoff (early/mid Oct)

VII. Adjournment

Next Board of Trustees Meeting Oct 21, 2025 - Earl Baker Conf Room at CCL