

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	07-10-2025

Roxbury Free Library Trustee's Calendar

July	<ul style="list-style-type: none"> • Review BYLA002 - Trustees Calendar • July 4th Fundraising book and bake sale
August	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board evaluations of Director and Director self-evaluations submitted • Policy review of non-scheduled policies • Plan Celebration of Support and volunteer luncheon
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter • Host Celebration of Support
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Submit budget for Town Report • Word and approve warning for Town Report • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat • Plan board raffle fundraiser
March	<ul style="list-style-type: none"> • Elect Board officers • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-003 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Policy review of non-scheduled policies
June	<ul style="list-style-type: none"> • Prepare for Bake Sale on 4th of July • Policy work

Date of adoption 07-11-2024

Record of Adoption

Approved 5

Abstentions 0

Opposed 0