

**Emma Andrews Library and Community Center, Agenda. April 18, 2024**  
**Meeting is at 5:00pm, 77 Purchase Street**

**1. Call to order**

**2. Roll call**

**3. Adoption/amendment to agenda**

**4. Public Comment:**

**Note: All public comment shall be limited to two minutes per speaker and must be related to an agenda item below.**

**5. Approval of minutes of March 2024 meeting.**

**6. Report from the Mayor's Office on the building and equipment**

See attached list of items. Are computer and WiFi issues resolved?

**7. Correspondence**

**8. Report from the Association**

**9. Old Business**

Scheduled events for spring and summer 2024 – date of Plant Sale TBD

**10. New Business**

- Volunteer handbook announcement/rollout, meetings and signoffs  
Need: (1) alternate date as well as annual meeting (2) A process for tracking who has signed and who is still outstanding (3) A deadline for when all must be signed
- Strategic plan for next year – what to present at annual meeting
- Emma will be represented at the Mayor's commissions fair on May 9. Aine and Jeanette will host table. Need a sheet for info signups. Need to print up more bookmarks and/or another giveaway?

**11. Adjournment Public Commentary:**