

**Library Board of Trustees  
Ad-Hoc Poet Laureate Committee  
Special Meeting Agenda  
Library Meeting Room & REMOTE MEETING  
December 2, 2020 – 2:00 PM**

Topic: Poet Laureate Zoom Meeting

Time: Dec 2, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89884227857?pwd=TTBDOEtGM0hEbXp6eEJpK3FSaFRNdz09>

Meeting ID: 898 8422 7857

Passcode: 153794

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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This meeting will also be recorded, and an audio file will be available on the town website ([www.chaplinct.org](http://www.chaplinct.org)) 7 business days following the meeting.

REMINDER: The public is allowed to speak only during Audience for Citizens or at the discretion of the chair

**AGENDA**

- 1. Call to Order**
- 2. Members Present**
- 3. Election of Ad-Hoc Committee Officers**
- 4. Additions to Agenda**
- 5. Audience for Citizens**
- 6. New Business**
  - a. Review of the mission to create a Poet Laureate for the town of Chaplin
  - b. Determine the process to promote applications
  - c. Review of desired qualifications for Laureate applicant
  - d. Determine the mechanism for receiving questions and/or applications for Poet Laureate
  - e. Develop a flyer to be used to promote applications
  - f. Determine deadline for applications
- 7. Agenda Items for next meeting**
- 8. Adjourn**

If you cannot attend the meeting, please contact the Library Director: Sandra Horning at [librarydirector@chaplin.org](mailto:librarydirector@chaplin.org)