

SAMPLE MINUTES
(_____) PUBLIC LIBRARY
ANYTOWN, NY
BOARD OF TRUSTEES

DATE: _____

TIME: _____

TYPE OF MEETING: (regular or special)

PRESENT: (list board members and library staff members attending)

ABSENT: (list absent or excused board members)

PUBLIC PRESENT: (list members of the public attending)

1. Call to Order at _____ [time]
 - a. Roll call, introduction of guests, approval of agenda
 - b. Approval of minutes of previous meeting
 - c. Correspondence
 - d. Public Comment [the chair can allow or not]
2. Reports [mailed or e-mailed prior to the meeting]
 - a. Financial: written report of accounting for previous month including income and expenses, balance against budget, year to date balance, and any other information
 - b. Library Director: written report of circulation statistics, personnel, programming, maintenance, and any other information
 - c. Committees: written reports on progress on specific goals and any other information
3. Action Items: those needing motions and vote
4. Old or unfinished business
5. New business
6. Announcements
7. Next meeting date
8. Adjournment at _____ [time]

Submitted or recorded by _____ [name of secretary]

Summary list of motions, directives and action items to be completed with deadlines

REMEMBER: A well-run meeting depends on a carefully planned agenda. All items of business should be listed on the agenda that is mailed or e-mailed prior to the meeting.