

***SAMPLE MINUTES***

[ \_\_\_\_\_ ] PUBLIC LIBRARY  
ANYTOWN, NH  
BOARD OF TRUSTEES

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

TYPE OF MEETING: [regular or special]

PRESENT: [list board members, alternates, library staff members, invited guests]

ABSENT: [list absent or excused board members]

PUBLIC PRESENT: [list members of the public]

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 may allow or not allow]
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. Review progress on Action Items and Directives
4. Old [unfinished] Business
5. New Business
6. Announcements
7. Next meeting date
8. Adjournment at \_\_\_\_\_ [time]
9. Submitted or recorded by \_\_\_\_\_ [signature of secretary]  
[name of secretary]

Summary list:

**Motions** [list all motions made and passed]

**Action Items and Directives** [list all items to be completed, individuals responsible and expected completion dates.]