

SAMPLE AGENDA
(_____) PUBLIC LIBRARY
ANYTOWN, NH
BOARD OF TRUSTEES
DATE

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 should include income and expenditures, balance remaining 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. Summary list of decisions made, directives and actions to be completed with deadlines
7. Announcements
8. Next meeting date
9. Adjournment at [time]

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.