

SAMPLE AGENDA

[_____] PUBLIC LIBRARY

ANYTOWN, NH

BOARD OF TRUSTEES

DATE: _____

TIME: _____

TYPE OF MEETING: [regular or special]

1. Call to Order at _____ [time]
 - a. Roll call, introduction of guests
 - b. Approval of agenda
 - c. Approval of minutes of previous meeting
 - d. Correspondence
 - e. Public Comment [the chair may allow or not allow]
2. Reports
 - a. Financial
 - b. Library Director
 - c. Committees
3. Review progress on Action Items and Directives
4. Old [unfinished] Business: [list items]
5. New Business [list items]
6. Announcements
7. Next meeting date
8. Adjournment