

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 the names of the members who made and seconded each motion—per revised RSA 91-A:2, II effective Jan. 1, 2019]

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