

MINUTES

_____ PUBLIC LIBRARY
_____, NH
BOARD OF TRUSTEES

DATE: _____

TIME: _____

TYPE OF MEETING: [public, non-public, emergency]

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. Meeting called to order at _____ [time] by _____ [Chair]
 - a. Roll call [affirmation of a quorum present]
 - b. Introduction of guests
 - c. Approval of agenda [Motion: list names of trustees who made and second the motion]
 - d. Approval of minutes of previous meeting [Motion: list names of trustees who made and second the motion]
 - e. Correspondence
 - f. 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 Business [brief summary of the subject matter discussed, any final decisions reached and motions made]
5. New Business [brief summary of the subject matter discussed, any final decisions reached and motions made]
6. Announcements
7. Next meeting date _____
8. Adjournment at _____ [time]
9. Submitted or recorded by _____ [signature of secretary]
[name of secretary]

OPTIONAL SUMMARY LIST:

Motions [list all motions made and the names of the trustees who made and seconded each motion. *Revised RSA 91-A:2, II effective January. 1, 2019*]

ACTION ITEMS AND DIRECTIVES [list all items to be acted upon, individual(s) responsible and expected completion dates.]