

EVALUATE YOUR BOARD MEETINGS

Check the response that best describes your meetings:

	ALWAYS	SOMETIMES	RARELY	NEVER
1. Do meetings begin and end on time?				
2. Do meetings have a positive tone?				
3. Does the board chair lead the meeting?				
4. Does everyone come prepared?				
5. Do board members stick to the agenda?				
6. Does the board work toward consensus?				
7. Do all members participate in discussion?				
8. Are meetings completed in less than two hours?				
9. Is the librarian encouraged to participate?				
10. Is the meeting room comfortable?				
11. Has the board agreed on how it will make decisions (vote, consensus, Robert's Rules)?				
12. Does the board have enough information to make decisions about agenda items?				
13. Do at least 90-95% of the members attend?				
14. Does the agenda focus on policy issues rather than management issues?				
15. Are board members equal in discussions and not dominated by one or two members?				
16. Do board committees demonstrate that they are working and producing results?				
17. Is discussion cordial and does it avoid personal attack?				
18. Do board members feel free to express dissenting views?				
19. Do board members leave the meeting still feeling like a team?				
20. Do board members leave the meeting with a feeling of accomplishment?				

If you answered "SOMETIMES", "RARELY", or "NEVER" to any of the above, the issues should be discussed and action taken to correct the situation at the next board meeting.