

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.]*