

***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