Sample Board Meeting Agenda

*Below is a sample board meeting agenda. Wisconsin’s open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See Trustee Essential 14: The Library Board and the Open Meetings Law for more information on agenda, notice, and posting requirements of the law.)*

NOTICE

Hometown Public Library Board Meeting

Date

Time

Location

**Note:** Please contact\_\_\_\_\_\_\_\_at\_\_\_\_\_\_\_\_\_\_if you need accommodations to attend the meeting.

1. Call to Order
2. Roll call and introduction of guests
3. Public comment

*Optional, but may be helpful for the board to hear about public concerns.*

1. Approval of minutes of previous meeting
2. Acceptance of minutes of board committee meetings

*Optional*

1. Director’s report and statistical report
2. Financial report
3. Audit and approval of monthly expenditures
4. Committee reports or other reports

*Optional; examples are reports on legislative issues, a recent activity or program, planning for a future activity, or activities of the Friends of the Library. Committee reports should be specifically listed (e.g., Building committee). If discussion or action on a particular issue is anticipated, it must be listed separately.*

1. Item to be considered by the board
2. Item to be considered by the board
3. Item to be considered by the board

*Examples are discussion and/or action on a policy revision or a building maintenance issue. Each item should be listed separately on the agenda with enough description that members of the public can tell what is being discussed.*

1. Closed session, if necessary

Example: Roll call vote to hold closed session for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).

*Closed sessions are generally placed last on the agenda so attendees do not have to wait outside the meeting for other items to be discussed after the closed session. The agenda must quote the statutory reason for the closed session and the number of the statute. See the Open Meetings Law Compliance Guide for details on closed sessions.*

1. Reconvene in open session

*If the board intends to reconvene in open session to act on an item, as required in this example, then the agenda must indicate so. That item must be listed separately as shown below. However, if no business is required following closed session, the board may adjourn directly from the closed session.*

1. Approval of the performance evaluation and compensation of the library director.
2. Adjourn