

**\*NOTICE OF PUBLIC MEETING\***

Van Meter Library Foundation

Date : September 20<sup>th</sup>, 2017

Time/Place : 6:30 PM – Van Meter Public Library, 505 Grant St.

- 1) Call to Order
- 2) Roll Call
- 3) Emergency Additions and Approval of the Agenda
- 4) Discussion Items
  - a) Nominations for President
  - b) Nominations for Treasurer
  - c) Fundraising ideas
  - d) Plan meeting schedule
- 5) Action Items
  - a) Elect President
  - b) Elect Treasurer
- 6) Adjourn

#### Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Wednesday, September 20<sup>th</sup>, 2017. I hereby call this meeting of the Van Meter Public Library Foundation to order.

#### Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Colsch\_\_\_; Herman\_\_\_; Phillips\_\_\_; Champion\_\_\_; Simpson\_\_\_; Welker\_\_\_; Alexander\_\_\_;  
Heeley\_\_\_; Jones\_\_\_

#### Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Foundation Member \_\_\_\_\_: So moved. Foundation Member \_\_\_\_\_: Second.

#### Agenda Item #4 – Discussion Items

- a. Nominations for President
- b. Nominations for Treasurer
- c. Fundraising ideas
- d. Plan meeting schedule

#### Agenda Item #5 – Action Items

- a. Elect President
- b. Elect Treasurer

#### Agenda Item #6 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Foundation Member \_\_\_\_\_: So moved. Foundation Member \_\_\_\_\_: Second.

Sample Language: The meeting is adjourned. Thank you.