

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : October 17th, 2017

Time/Place : 7:00 PM – Van Meter Public Library, 505 Grant St.

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

- 1) Call to Order
- 2) Roll Call
- 3) Emergency Additions and Approval of the Agenda
- 4) Discussion Items
 - a) Elm Street lot
- 5) Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Seven o'clock PM on Tuesday, October 17th, 2017. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Backstrom ___; Freeman ___; Durflinger ___; Maguire ___; Devick ___;

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?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #4 – Discussion Items

- a) Elm Street lot

Agenda Item #5 – Adjourn

Submitted for: Action

Recommendation: Approval

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

Board Member _____: So moved. Board Member _____: Second.

Sample Language: The meeting is adjourned. Thank you.