

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

Van Meter Library Foundation

Date : August 28<sup>th</sup>, 2018

Time/Place : 7:30 PM – Van Meter Public Library, 505 Grant St.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
  - a. Minutes
  - b. Financials
5. Discussion Items
  - a. Introduction of new City Administrator Kyle Michel
  - b. Update on Architect Meetings
  - c. Treasurer Report
  - d. Joint fundraisers with Public Safety
    - i. Sub committee report
  - e. Next meetings
    - i. Tues, Sept 25 @ 7:30
    - ii. Tues, Oct 23 @ 7:30
6. President's report
7. Adjourn

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

Sample Motions: The time is seven-thirty PM on Tuesday, August 28<sup>th</sup>, 2018. I hereby call this meeting of the Van Meter Public Library Foundation to order.

#### Agenda Item #2 – Roll Call

Sample Language: Roll call please.

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

#### 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 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Foundation Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us?

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

#### Agenda Item #5 - Discussion Items

- a. Introduction of new City Administrator Kyle Michel
- b. Update on Architect Meetings
- c. Treasurer Report
- d. Joint fundraisers with Public Safety
  - 1) Sub committee report
- a. Next meetings
  - 1) Tues, Sept 25 @ 7:30
  - 2) Tues, Oct 23 @ 7:30

#### Agenda Item #6 – President’s report

#### Agenda Item #7 – 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.