

NOTICE OF PUBLIC MEETING

Van Meter Library Foundation

Date : September 20th, 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 20th, 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.