

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : November 14, 2018

Time/Place : 6:00 PM – Van Meter Public Library, 505 Grant Street

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. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Stats
 - d. Finances
5. Discussion Items
 - a. Committee reports
 - i. Volunteer & community outreach – Rachel D.
 - ii. City council & documentation – Molly M.
 - iii. Policy – Kate M.
 - iv. Building – Molly M. & Erin F.
 - v. Fundraising – Megan W.
 - b. Ideas for Sips and Snacks event
 - c. Maryann Mori will attend December 19th board meeting
 - i. 5 year plan
6. Director's report
7. President's report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock p.m. on Wednesday, November 14, 2018. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Maguire ___; Devick ___; Freeman ___; Warwick ___; McCombs ___;

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 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Library 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?

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

Agenda Item #5 - Discussion Items

A. Committee reports

- a. Volunteer & community outreach – Rachel D.
- b. City council & documentation – Molly M.
- c. Policy – Erin F.
- d. Building – Molly M. & Erin F.
- e. Fundraising – Megan W.

B. Ideas for Sips and Snacks event

C. Maryann Mori will attend December 19th board meeting

- a. 5 year plan

Agenda Item #6 – Director's Report

Agenda Item #7 – President's Report

Agenda Item #8 – 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.