

## CROMAINE DISTRICT LIBRARY

### BOARD OF TRUSTEES OPERATING PROCEDURE

#### Trustee Meeting Agenda Format, Preparation, Distribution

---

##### **Purpose**

The board recognizes the need to describe the preparation and distribution of material relating to the meetings.

##### **Scope**

This policy addresses the agenda preparation and distribution and the delivery of packets to board members.

##### **Agenda**

The agenda may include the following items, and will always include Call to Public.

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Consent Agenda:

- Approval of Minutes
- Receipt of Financial Report and Payment of invoices and Payroll Obligations
- Committee Reports

Library Director's Report

Discussion/Decision Items

Call to the Public

Information/Board Comments

Agenda Items for Next Meeting

- Adjournment

The agenda will be prepared by the Library Director for the Board President's review and approval, prior to meeting notification to other board members. Trustees should notify the Library Director no later than the Wednesday of the week prior to the meeting regarding items to put on the agenda.

The agenda is available at the library on the Friday preceding a regular board meeting, and also at the board meeting. It is distributed to offices of the district's townships, the Hartland Consolidated Schools' Administration and Community

Education offices, and posted at the library, as well as on the library's web page, [www.cromaine.org](http://www.cromaine.org).

#### *Consent Agenda*

The use of a consent agenda permits several of the regular activities of the Board of Trustees, including the approval of prior meeting minutes, the regular financial reports, and the activities and minutes of the committees to be reviewed in total with acceptance of consent agenda items in a single act by the board.

A trustee may request that an item be removed from the consent agenda for further discussion. Its acceptance, correction, or other action will then need to be taken separately from the consent agenda as part of discussion and decisions on the agenda.

The use of a consent agenda permits significant time-savings when conducting the regular business of the board without sacrificing thoughtful review. It does require that each trustee carefully review all of the material in the board packet.

#### *Agenda Discussion/Decision Items*

Discussion items on the agenda are presented for discussion and may also be indicated as decision items on the same agenda. Much of the work of the Board of Trustees is conducted in meetings of the committees where in-depth research, review, and discussion can be carried out to support thoughtful recommendation to the Board of Trustees. This permits discussion and decision items to be on the same agenda as all trustees and the public have had opportunity to review the work of the committee through their reports which are included in the board packet. Recommendations from standing committees may be placed on the agenda as decision items. The board packet will typically include the review of the research and discussion regarding that item in the committee meeting.

Before the board takes action, the board expects to be provided with adequate data and back-up information to assist it in reaching sound objective decisions consistent with established goals and policies.

#### *Agenda Information Items*

These items are typically included so that trustees may maintain their expertise in matters related to the library's vision, strategic plan, and activities.

#### *Agenda Items for Future Meetings*

The Library Director maintains a year-long calendar of agenda items which will regularly come before the board on a monthly, quarterly, or annual basis, such as

statistical reports, board and library director evaluation, report of employee progress on goals, and more.

### ***Board Packet Preparation and Distribution***

#### *Contents*

Agenda	Informational items relevant to purpose
Minutes of previous meeting	Committee Reports
Monthly financial reports	Other information relevant to agenda
Director's report	Monthly calendar, promotional items

Committee reports are due to the Administrative Assistant as soon after the meeting as feasible but to be included in the packet distribution should be provided no later than the day before the board packet will be distributed.

A major responsibility of the board members is to thoughtfully read and consider the board packet information provided to them. Trustees and the public are urged to contact the Library Director with questions as soon as they occur. These questions and their answers will be included in the Library Director's verbal report at the meeting.

#### *Distribution of the packet*

- Regular Monthly Meetings – Delivered to the designated locations on the Friday preceding the meeting.
- Special Meetings – Delivered as soon as practical after establishing the meeting date and time.
- Provided to the public at the library and online
- One packet is made available internally for the Management Team and Staff of the library.