

Here is a sample timed agenda for a library board meeting. Local needs will, of course, vary.

Notice of Regular Meeting

The regular meeting of the Board of Trustees of the Anytown Public Library will be held at 6:00 p.m. on Wednesday, September 5, 2018. The meeting will take place at the library, located at 123 Anytown Drive in the multipurpose room. The public is invited to attend. The agenda for the meeting is as follows.

Time	Topic or Activity	Minutes	Who	Desired Outcome
6:00	Call to Order and Roll Call	2	Board Chair	Begin on time
6:02	Agenda Review and approval	5	Board	Action Item: Agree and vote to approve
6:07	Minutes of Previous Meeting held August 1, 2018	5	Secretary and Trustees present and voting	Action Item: Amend, achieve consensus; vote to approve
6:12	Approval of Bills	10	Secretary and Trustees present and voting	Action Item: Vote to approve
6:22	Director's Report	10	Director	Inform; assess; respond to questions from the board
6:32	Old (Unfinished) Business <ul style="list-style-type: none"> a. Report of Building Committee b. Possible joint venture with libraries of surrounding communities 	31	Board	Action Item: 5 minutes to review all relevant information provided by Building Committee; 5 minutes to identify and agree on any assumptions needed; 5 minutes to identify and agree on the interests that should be met for any solution; 15 minutes to craft a solution that ideally considers all the interests and is consistent with our relevant information and assumptions; 1 minute to vote

7:03	New Business a. Review of First Amendment rights of minors and our library's related policies b. Policy Review: Collection Development Policy	20	Board and Director	Action Item; Inform; discuss; vote on proposed revision to the library's Collection Development Policy
7:23	Announcements	5	Board and Director	Inform; share
7:28	Comments from the Public: Anyone wishing to speak must have signed the notice of intent to speak before the beginning of the meeting in order to be added to the agenda at this time, unless already noted below. He or she will be granted three minutes to speak. <small>This section is optional, as Idaho Code does not expressly require governing bodies of public agencies to accept public comments and testimony during meetings.</small>	10	Public	Question; identify; inform
7:38	Adjournment	1	Board Chair	Action Item; The Library Board will vote to adjourn this meeting

The Board Meeting will be held in accordance with chapter 2, title 74, Idaho Code, Idaho's Open Meetings Law. Any person needing special accommodations to participate in the above noticed meeting should contact the Library Director seven days prior to the meeting.