

## Board Meetings 101

In accordance with the Open Meetings Act, any meeting of a quorum of the Board of Trustees (3 people) must be publicly posted with an agenda at least 72 hours in advance. This agenda must include the time and place and must list any potential action items. The agenda must be signed by the Board President or Vice President. No agenda, no meeting.

*This means that any time 3 trustees are gathered and may potentially discuss library business, there must be a posted agenda. Beware of book clubs or social events where topics may arise.*

The library director is an ex officio member of the board. That means that the director participates in discussion, but cannot make or second any motions. The director does NOT vote, and his/her presence does NOT count towards a quorum.

### At the Board Meeting

President or designee will call the meeting to order and establish a quorum. The time and establishment must be noted in the minutes, taken by the secretary or designee.

Generally, the order of activity is:

- 1- Citizen Comment. This is the time when anyone gets to talk about whatever for up to 3 minutes. No action can be taken.
- 2- Reports. This includes any financial reports to present, minutes from previous meetings, the Director's report, and any committee reports. The reports must be accepted by a vote.
  - a. President or designee will ask for a motion to accept reports by any trustee. Another trustee must second the motion. Vote is taken and recorded by the secretary.
- 3- Consent Items. This is where items that need approval but do not expect discussion are presented for acceptance. Any item can be pulled for discussion by a trustee. If that happens, the item pulled is moved to the next part of the meeting under Action Items and remaining consent items can be accepted. This also needs a vote.
  - a. President or designee will ask for a motion to accept consent items (or remaining consent items if any item has been moved to the action item) by any trustee. Another trustee must second the motion. Vote is taken and recorded by the secretary.
- 4- Action Items are taken in order. Any consent item moved to the action agenda can be addressed at either the beginning or the end of the other listed action item. For each item listed;
  - a. President or designee will ask for a motion to (insert action here) by any trustee. Another trustee must second the motion. Then, and only then, the action item is up for discussion by trustees and present library representative(s). President or designee MAY allow other citizens to participate in the discussion, but it is not required. Discussion is closed when president or designee calls for a vote or an updated/amended motion.
  - b. Action can be tabled.
  - c. If there is no action to be taken, the President or designee can state that for the record to put into the minutes.

- 5- Trustee Items come last. This is when trustees set the time and date for the next meeting and determine action items. Trustees can make announcements such as resignation or upcoming absences. This is also when deliverables are assigned to committees for future meetings.
- 6- Adjourn. The President or designee will ask for a motion to adjourn. If there is a motion and a second, the meeting is adjourned and the time noted in the minutes.

## Minutes:

Board meeting minutes are kept by the secretary and submitted to the board for approval at the next meeting. Board meeting minutes are a matter of public record and must include agenda items and record who made and seconded each motion as well as any voting. Discussion can be summarized. Any citizens present should be listed with the spelling of names confirmed.

While most action can be taken by a vote of a majority of trustees, budget amendments must have at least 3 aye votes to pass. For example, a meeting can take place with a quorum of 3 trustees. If three trustees vote, 2 trustees are a majority and can pass most items. However, that does not reach the threshold to pass a budget change. There are other special circumstances that require 3 votes to pass, such as land purchases, but they are rare.

## Special Circumstances:

The President or designee may rearrange the order of activities on the agenda to accommodate guest speakers or unforeseen circumstances.

The Board of Trustees may go into executive session to discuss certain financial, legal, or personnel items. In executive session, only trustees and invited persons may be present. Minutes for executive session are kept, but kept separately and not available to the public. No action can be taken in executive session.