

# Town of Drayton Valley Library Board

## APPENDICES – SECTION 2: Board governance

Appendix:	<b>2-B</b>	<b>Meeting Agenda Structure</b>
Last Reviewed	<b>Nov 2020</b>	

## Agenda - Town of Drayton Valley Library Board Meeting

Date: Meeting Location:

**Call to Order (Start Time):** **Note-Taker:**

**Members Present:**

**Members Absent:**

**Quorum Declaration:**

- 1. Agenda**
  - a) Additions and/or Deletions
  - b) Motion to Adopt Agenda
- 2. Previous Meeting Minutes**
  - a) Additions and/or Deletions
  - b) Motion to Adopt Minutes from (Previous Meeting Date)
- 3. Old Business**
  - a) Items
- 4. New Business**
  - a) Items
- 5. Financial Status**
  - a) Previous Month's Bookkeeper Reports
  - b) Current Account Balances
- 6. Reports**
  - a) Operation Manager's Report
    - Comments or Issues
  - b) Director's Report
    - Previous Month's Statistics
    - YRL Report
  - c) Committee Reports
  - d) Trustee Reports
- 7. Correspondence**

**Outgoing Items:**

  - Date: Details.

**Incoming Information Items:**

  - Date: Details.

**Action/ Decision Items:**

  - Date: Details.
- 8. Upcoming Meeting Dates:** Date/ Time/ Location,
- 9. Adjournment:** Time: