

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: