

## AGENDAS THAT WORK

There are a number of ways to focus board attention on priorities. How the agenda is structured is key to that process. This agenda begins with the mission statement as an ongoing reminder of work of the organization. It begins with a consent agenda to save time and deal with routine items which do not need discussion. The format alerts board members to what will be expected of them regarding each item. Some organizations also like to indicate how much time will be devoted to each item. The meeting ends with a review of actions taken and assignments made and a quick evaluation of perceptions of the meeting.

### **ABC PUBLIC LIBRARY August 7, 2006 7:30 PM – 9:30 PM**

***ABC Public Library fosters and enhances family literacy through access, information and instructional services.***

Call to Order

	<b>ACTION</b>	<b>TIME</b>
A. Consent Agenda	approval	
a. Approval of Minutes of July 6, 2006 meeting		
b. Approval of agenda		
c. President's Report		
d. Librarian's Report		
e. Committee Reports		
B. Finance Committee.....Jeff Brown Proposed change in insurance carrier	approval	
C. Expand Educational Program.....Susie Smith Documentation of need (Program Committee)	approval	
D. Board Assessment	discussion approve use of new evaluation tool	
E. Establish "Friends of Library" Group	discussion/appoint committee	
F. Presentation by Allen Case – <i>Libraries of the Future.</i>	discussion/reaction	
G. Other business		
H. Announcements		
I. Meeting Evaluation		
J. Action Review		
K. Adjourn		

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For further information on how to ensure that your board meetings are focused on your priorities, contact us.