

Below is a sample board meeting agenda. Georgia's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting.

Hometown Public Library Board Meeting

Date, Time, Place

AGENDA

- Call to Order
- Roll call and introduction of guests
- Consideration of Agenda
- Approval of minutes of previous meeting
- Director's report and statistical report
- Financial report
- Audit and approval of monthly expenditures
- Committee reports or other reports, such as a report on legislative or other statewide issues [Optional—include on agenda only if there is actually something to report]
- Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
- Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
- Public comment period [Optional. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]
- Board continuing education session to be held to review and discuss
- Next meeting scheduled
- Adjournment

Note: Please contact _____ at _____ if you need accommodations to attend the meeting. [Include TDD number, if you have one.]