

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : July 6th, 2017

Time/Place : 7:00 PM – Van Meter Public Library, 505 Grant St.

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Discussion Items
 - a. Updates
5. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is seven o'clock PM on Monday, July 6th, 2017. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Backstrom ___; Freeman ___; Durflinger ___; Maguire ___;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #4 – Discussion Items

a. Updates

Agenda Item #5 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member _____: So moved. Board Member _____: Second.

Sample Language: The meeting is adjourned. Thank you.