

Tips for Effective & Efficient Meetings: Preparing for the Meeting

Board Packet

- Provided ahead of time
- Print or electronic formats acceptable
- Packet is reviewed ahead of meeting
- Includes draft minutes from last meeting
- Background information on any new business or action items
- Reports: Director's, Business, Friends of Library, Committee

Developing the Agenda

- Consistent order at each meeting
- Format: Robert's Rules of Order OR Modified

Tips for Effective & Efficient Meetings: Conducting the Meeting

Begin and end on time

Roll call; confirmation of quorum present

- No action can be taken without a quorum of members present

Approval of the agenda

- Approve as presented OR amend at this time

Following the agenda

- Use agenda to stay on task

Taking minutes

- Minutes are a record of what was done at a meeting, not a record of what was said
- It is not recommended that the director take the minutes so that they can fully participate in the meeting
- Use a template to make minute taking easier

Tips for Effective & Efficient Meetings: Follow Up After the Meeting

Minutes

- Don't wait until right before the next meeting to type up the minutes; get them typed out while the meeting is fresh in everyone's minds

Committee assignments

- Responsible party should organize
- Work carried out in committee meetings should follow similar structure and format to full meeting

Documenting and communicating findings

- Report back findings and recommendations back to full board