



When calling a meeting and setting the agenda, ask yourself:

- What is the purpose of the meeting?
- Have I included items dictated by external requirements such as budget submissions or the Plan of Service?
- Are there opportunities that focus on the larger mandate of the Board, and give Trustees an opportunity to be creative and visionary?
- Is each item relevant to the mandate of the Board and its governance role?
- Should some items be handled by the administration?
- Is each item ready for discussion and decision by the Board? Do Trustees have all the information they need to make an informed decision?
- Is it clear which items are for information and which require a decision?
- Are the most important items early in the agenda?
- Are clearly-worded motions provided in writing as necessary?
- Have all time-definite items been noted?
- Will Board members receive the package of material with enough time for review prior to the meeting?
- Have you included a review of what's happening in your community that impacts libraries?

Finally, set aside time to evaluate your meetings, and check to see if they are working for your Board.