

Leaflet

Agenda Samples

Badlands Public Library - Consent Agenda

- 1. Reports
 - 1.1 Director and Department Reports
- 2. Committees
- 3. Reports from External Organizations
 - 3.1 Draft Minutes of the April 22, 2011 Hoodoos Regional Library System
- 4. Items for Information
 - 4.1 List of correspondence: Incoming, Outgoing and Media Releases.
 - 4.2 Alberta Library Trustees Association Award of Excellence Nomination,
 - 4.3 March 2, 2011 Board/Staff Planning Retreat Facilitation Evaluation
 - 4.4 Plan of Service 2011-2014
 - 4.5 Developing an Outreach Framework
 - 4.6 Identifying Essential Activities (excerpts from Sandra Nelson's Implementing for Results: Your Strategic Plan in Action).

What is a consent agenda?

At every board meeting there are a few items come to the agenda that do not need any discussion or debate either because they are routine procedures. A consent agenda allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion.

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be non-controversial. Examples include:

- Approval of the minutes
- Final approval of proposals or reports that the board has been dealing with for some time and all trustees are familiar with the implications
- Routine matters
- Reports provided for information only
- Correspondence requiring no action.

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Badlands Public Library - Discussion/Decision Agenda

Mission Statement: The Badlands Public Library enriches the lives of Badlands residents by promoting literacy, and by providing access to information and recreational materials in a warm environment that fosters connections with the community.

Vision Statement: The Badlands Public Library fosters the spirit of exploration, the joy of reading and the pursuit of knowledge for all ages and cultures.

1. Agenda

1.1 Additions to Discussion/Decision Agenda

Recommendation: To approve the Discussion/Decision Agenda.

1.2 Approval of Consent Agenda, p.

Recommendation: To accept the items on the Consent Agenda as information.

2. Minutes of the March 21, 2011 Meeting

Recommendation: That the Lakeview Library Board approve the minutes of the March 21, 2011 meeting.

- 3. Reports
 - 3.1 Presentation by Ima Reader: Adult Programming Strategy
 - 3.2 Board Chair
 - 3.3 County Councillor
 - 3.4 Director
- 4. Financial Reports
 - 4.1 March, 2011/First Quarter Financial Statement

Recommendation: That the Lakeview Library Board accept the financial statement for March, 2011 and the first quarter of the financial year as information.

- 4.2 Lakeview Library 2010 Audited Financial Statement
 - 4.2.1 Notes for the Audited Financial Statement (For Information),
 - 4.2.2 Lakeview Library Financial Statement for the Year Ended December 31, 2010, Recommendation: That the Lakeview Library Board accept the 2010 Audited Financial Statements as information.
- 5. Business Arising from the Minutes
 - 5.1 Draft Agenda for June 15, 2011 Board Planning Workshop
- 6. New Business
 - 6.1 Draft 2011 Annual Report

Recommendation: To approve the 2010 Annual Report.

- 6.2 Public Advocacy Committee
 - 6.2.1 Draft Minutes of the March 21, 2011 Meeting,
 - 6.2.2 Public Advocacy Committee Draft 2011 Work Plan

Recommendation: To approve the Public Advocacy Committee Draft 2011 Work Plan.

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- 6.3 Executive Committee Meeting, p.6.3.1 April 11, 2011 Meeting verbal report
- 7. Action Item Review/Set Dates for Topics to be Discussed at Future Meetings:
- 8. Board Members Business/Comments
- 9. Public Presentations
- 10. Adjournment

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