

Twelve-month Board Agenda Example

Some important board business should occur on a scheduled basis. By making a written plan for the board year, you can anticipate those important items of business and be prepared for them. Consider the following items and any other business that you know will come before the board in the next twelve months. Then place the items of business under the appropriate month.

Some examples might include:

Review proposed budget	Review board policies	Discuss library standards
Approve budget and budget amendments	Review personnel policies	Trustee nomination(s) to KDLA
Evaluate director	Review operational policies	Review/accept audit report
Elect new officers	Review strategic plan	
Approve tax rates	Review insurance	
	Tour library/visit branches	

Here is a sample of how these things might fit into your annual schedule:

July

Elect new officers
Review strategic plan progress
Review operational policies

August

Approve tax rates

September

Approve motor vehicle tax rate
Review annual report

October

Review board policies

November

Review upcoming trustee term expirations
Approve trustee nominations for submission to KDLA

December

Capital projects review or plans

January

Review strategic plan progress
Review library standards

February

Appoint budget committee

March

Review preliminary budget proposal
Determine nominees for board vacancy(ies)

April

Review preliminary salary budget proposal
Evaluate director

May

Approve budget for new Fiscal Year

June

Approve any budget amendments for current Fiscal Year