

Setting a Monthly Meeting Time That Works

Sometimes your library's regularly scheduled meeting time just doesn't work for all the members of the board, or with the library's schedule. Wondering if it's time to change? Here's how you might know, and what to do if a change is needed.

Signs it's time to consider a new board meeting date and/or time:

- ◆ You often reschedule meetings due to ongoing scheduling conflicts;
- ◆ It's difficult to be certain of a quorum of members for regular meetings;
- ◆ Trustees often must leave early/arrive late to meetings;
- ◆ The date makes getting coordinating payment vouchers, financial information and/or other necessary reports and documents difficult for the library director and staff;
- ◆ Holding meetings at this time requires inconvenient accommodations in order to adhere to the Open Meetings Act (e.g. the meeting is before or after regular library hours);
- ◆ The meeting time is during the workday or conflicts with common commute times, creating challenges when appointing a well-representative board of trustees.

We need a new board meeting date or time — how do we make the change?

- ❖ Choose your new date carefully, but do not think it must be set in stone. With enough planning, the meeting can change to adapt to changes to the board or library hours.
- ❖ While the library **must**, as a public agency, have a regularly-set meeting date and time, the library's by-laws can be adapted to allow this time to come up for consideration on a yearly basis. An example statement for the by-laws is included below.
- ❖ When setting a new meeting time, choose a time that allows ample time for the library's business to be conducted.
- ❖ When choosing a new meeting date, look a year ahead to anticipate conflicts for holidays or other events.
- ❖ Discuss proposed changes to the meeting date with any contracted employees who contribute reports, such as bookkeepers, to be assured that they can meet new deadlines.

Sample By-Laws Statement for Regular Monthly Board Meeting:

"The _____ Public Library board shall yearly adopt a schedule for monthly board meetings. This schedule shall be adopted at the (month) regular meeting of the board and shall cover the period beginning in (following month) and continuing until (month) of the following calendar year. This schedule shall be made available to the public and to such media outlets as request notification."

This Trustee Tip is not intended as legal advice. If you need legal advice, please consult an attorney.