



Effective Board Meetings

During the first few years, while your Friends of the Library group is being organized, you may want to consider meeting every month. You should also plan for an Annual General Meeting during one of those months.

Once the location, day and time of your Friends' regular board meetings have been determined, find a volunteer who is willing to send out emails or make phone calls, about a week ahead, to remind people of the upcoming meeting. A brief message, along with the agenda and minutes of the last meeting (if available), reminds people that the regular meeting is coming up.

Ensure that the location, day and meeting time are mentioned on the group's social media accounts, as well as noted on the library's website and newsletters.

Before the meeting:

- ❖ Review notes from the last meeting.
- ❖ Create a fairly detailed agenda to ensure all necessary business is covered.
- ❖ Distribute the agenda and any related material several days in advance.

During the meeting:

- ❖ Start on time.
- ❖ Introduce visitors and/or new board members.
- ❖ Follow the agenda and be as productive as possible.
- ❖ Ensure there are opportunities for brainstorming and discussion, but try to keep the discussion on track.
- ❖ Be clear and establish action items: who, what, when.

After the meeting:

- ❖ Announce the date of the next meeting and note any agenda items that will be considered.
- ❖ Email agenda and minutes to all board members.
- ❖ Follow up on action items.