

Anytown Library Meeting Agenda Template

Date: _____ **start time:** _____ **end time:** _____

Attending:

Absent:

Agenda Item and Duration	Person Responsible	Purpose	To Do & By When	Follow-Up (as needed)
1. New hours of operation (10 minutes)	Jane Horton	To explore how the new hours will impact staff.	Provide written feedback to Jane by 9/15.	Jane will report feedback and issues at the next meeting.
2. New cataloging process (15 minutes)				
3. Summer Reading Update (5 minutes)				
4. New staff member orientation (5 minutes)				
5. Digitization project issues (10 minutes)				
6. Other				