

Jefferson County Public Library Board of Trustees Agenda Planning Governance Policy 4.3

The Library Board will prepare and follow an annual agenda plan which (1) completes a reexploration of Ends policies annually and (2) continually improves its performance through Library Board education, enriched input and deliberation.

Accordingly:

1. The Library Board's annual planning cycle will conclude each year on the last day of December so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
2. The cycle will start in January with the Library Board's development of its agenda for the next year.
 - a. The Library Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify the areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices.
 - b. The Chair will, at the commencement of the Board's annual planning cycle, prepare for the Library Board's consideration a tentative agenda plan for the following year's meetings.
3. The Chair will determine the agenda for any particular meeting, although Library Board members may request or recommend any appropriate matters for Board consideration.
 - a. A Library Board member may recommend or request a matter for Library Board discussion by submitting the item to the Chair at least ten (10) days prior to the scheduled Board meeting.
 - b. The meeting agenda and packet are to be received by Library Board members at least five (5) days prior to the scheduled Board meeting.
 - c. By an affirmative vote of a majority of those present at a meeting, additional matters may be added to the agenda of any Library Board meeting.
4. The Library Board will attend to Consent Agenda items (those items delegated to the Executive Director yet required by law or contract to be Board-approved) as expeditiously as possible.
 - a. Removal of an item from consent agenda requires a motion and a second.
5. Other than Library Board review/approval of monitoring reports, monitoring and evaluation of Executive Director activities and performance will be included on the agenda only if monitoring reports or other data indicate policy violations, if policy criteria are to be debated or if the Library Board, for any reason, chooses to amend its monitoring schedule.
6. Executive Director remuneration will be decided during the month of February after a review of monitoring reports received during the last year.

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