

# 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	<i>To explore how the new hours will impact staff.</i>	Provide written feedback to Jane by 9/15.	<i>Jane will report feedback and issues at the next meeting.</i>
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				