

Sample agenda

**Board of Library Trustees
Regular Meeting Agenda**

Wednesday, September 1, 2021 at 11:00 a.m. by Teleconference

[In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) due to concerns over COVID-19, the Board of Library Trustees will conduct this meeting entirely by teleconference via Zoom. Please use the link below or dial by phone to join the meeting.]

[Conforme a la Orden Ejecutiva N-29-20 del Gobernador (17 de Marzo, 2020) durante COVID-19, las sesiones de la Comisión de La Biblioteca están siendo conducidas completamente por teleconferencia por medio de Zoom.]

Por favor use la siguiente información para participar: MEETING ID: XXX XXXX XXX Passcode: XXXXXX

Please click the link to join the meeting: <https://xxx.zoom.us/j/XXXXXXXXXXXX> or dial toll free: (XXX) XXX-XXXX or (XXX) XXX-XXXX.

1. Roll Call
2. Opening Remarks
3. Approval of the Minutes: Minutes of the Regular Meeting – August 4, 2021
4. All Agenda Items Comment Period.
5. City Librarian's Comments and Announcements
6. City Librarian's Reports:
 - A. (Consent item) Recommendation to accept gift of materials valued at \$1,200 from the Friends of the Library.
 - B. (Discussion item) Recommendation to approve a Request for Proposals (RFP) for Audiovisual Services
 - C. (Discussion item) Approve a transfer of funds in the amount of \$5,000 from Office and Administrative Account to Furniture and Technical Equipment Account within the Library's Fiscal Year 2021-22 Budget
7. Oral Update from the Committee on Safety & Security
8. Appointment of representative to the Board of Directors of the Library Foundation
9. Trustees' Comments and Announcements
10. Agenda building (trustees propose items for consideration at future meetings)
11. Adjournment

Next Board Meeting Notice: The next Regular Meeting of the Board is scheduled for Wednesday, October 6, 2021, at 11:00 a.m. via Teleconference.

PUBLIC COMMENTS. Members of the public who wish to speak on agenda items for this meeting shall be allowed to speak for up to one (1) minute per item, up to a total of three (3) minutes, and an additional one (1) minute for general public comment, per meeting. During general public comment, a speaker may comment on any matter within the subject matter jurisdiction of the Library Commission. A total of 30 minutes is allotted for the All Agenda Items Comment Period. Public comments can also be submitted in writing to the Board via email at XXXXXXXX@XXXX.org or by phone (XXX) XXX-XXXX by 4 p.m. on the day before the meeting, or during the meeting by accessing the link provided above.

Aviso de la próxima junta de la comisión: La próxima junta de la comisión está agendada para el *miércoles*, 6 de octubre 2021 a las 11:00 a.m. por teleconferencia por medio de Zoom.

COMENTARIOS PÚBLICOS Para las personas que desean dar un comentario público para asuntos incluidos o no incluidos en la agenda pero bajo la jurisdicción de la Board, puede hacerlo en esta sección de la sesión. Cada persona puede hablar un (1) minuto por asunto, tres (3) minutos máximo por sesión. La Comisión ha determinado que 30 minutos es un tiempo razonable para escuchar comentario público. Comentarios también pueden ser enviados por correo electrónico a XXXXXXXX@XXXX.org antes de las 4:00 p.m. del día antes de la junta o llamando a la oficina al (XXX) XXX-XXXX
