

Special Meeting of the Board of

Guernsey Memorial Library

Nov. 2, 2011

Special meeting called to put together a package of materials for all Board current and future Board members.

Called to order at 5:10 .

Present: D Jennings, J Jensch, B Collins, K Darrah.

After reviewing materials from all Board members, the following package was developed. More materials can be added in the future.

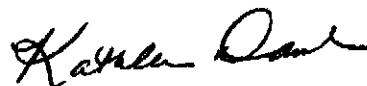
Mission statement, Long range plan 2006-2011, By-laws, Code of ethics, Union contract, Organizational chart, Annual report (2010), condensed Robert's Rules of Order, Library Trustees Handbook.

The Board will review our policy manual, update where needed, and give copies to all Board members.

Incoming Board members will be encouraged to review minutes of previous meetings as well as prior Treasurer's reports.

Secretary K Darrah will make the appropriate number of copies, packets to be available at meeting of Nov. 10, 2011.

B Collins moved to adjourn at 6:15, second K Darrah, all aye.

A handwritten signature in black ink, appearing to read "K Darrah", is written in a cursive style.