

## Wetaskiwin Public Library

### Organizational Meeting Agenda

An organizational meeting will be held in January of each year or as soon as possible after the appointment of new members by City of Wetaskiwin Council.

1. The Organizational Meeting agenda will consist of the following agenda items followed by a tour of the library:
  - 1.1. Approval of Agenda
  - 1.2. Introductions of Board Members
  - 1.3. Appointment of Chair
  - 1.4. Appointment of Vice-Chair
  - 1.5. Appointment of Secretary
  - 1.6. Setting of meeting time and dates
  - 1.7. Annual Calendar of important dates
    - 1.7.1. Meeting Dates
    - 1.7.2. Annual Performance Review for Manager of Library Services
    - 1.7.3. Finance Committee Schedule
    - 1.7.4. Board and Staff Christmas Event
    - 1.7.5. Any known professional development opportunities
  - 1.8. Introduction to Online Resources and digital Board Manuals
  - 1.9. Committee Appointments
  - 1.10. Conference Attendance Appointment
  - 1.11. Trustee Bio Request and Contact Information Form
  - 1.12. Adjournment of Organizational Meeting

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Board Chair

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Date