

Board Meeting Agenda

Portage Public Library Board of Trustees Meeting

January 8st, 5:30PM

Location: 704 Main Street, Portage, PA 15946

I. Call to Order

- Welcome
- Roll call of members present
- Reorganization
 1. Nomination and Election of a Board President to serve the 2025 calendar year
 - Nominee:
 - Motion:
 - Second:
 - Vote:
 2. Nomination and Election of a Board Vice President to serve the 2025 calendar year
 - Nominee:
 - Motion:
 - Second:
 - Vote:
 3. Nomination and Election of a Board Secretary to serve the 2025 calendar year
 - Nominee:
 - Motion:
 - Second:
 - Vote:
 4. Nomination and Election of a Board Treasurer to serve the 2025 calendar year
 - Nominee:
 - Motion:
 - Second:
 - Vote:
 5. Motion to Adjourn the Reorganization Meeting and hold the Regular meeting for January 2025
 - Motion:
 - Second:
 - Vote:

II. Approval of Previous Meeting Minutes

- Review and approval of minutes from the previous board meeting

III. Public Comments

- Opportunity for members of the public to address the board (3-5 minutes per speaker)

IV. Director's Report (Submitted prior to the meeting)

V. Treasurers Report

- Financial report and budget update

VI. Old Business

1. Motion to approve the 2025 Budget
2. Motion to approve _____ as the Library Assistant at the rate of ____ per hour and ____ hours per week.

VII. New Business

VIII. Committee Reports

- Reports from any board committees (e.g., finance, personnel, fundraising)

X. Board Member Comments

XI. Executive Session (if needed)

- Discussion of confidential or personnel matters (if required)

XII. Next Meeting Date and Adjournment

- February 5th, 5:30PM at the Portage Public Library
- Adjournment of the current meeting

Note: The agenda is subject to change, and additional items may be added at the discretion of the Board Chair or with the consent of the majority of board members. **Board members are encouraged to review relevant documents and reports before the meeting.**