

Kimball Library Board of Trustees Meeting Expectations

- Meetings should start on time. We agree to focus on the agenda and work to stay on track.
- Phones should be turned off or silenced during meetings. Other electronic devices are permitted for meeting business only.
- Come prepared by reading all materials in advance.
- Avoid surprises. If you have questions or need additional information about an agenda item, contact the director or chair to discuss ahead of time.
- We are all equal during meetings. Each of us can participate. No one will dominate.
- No one can speak a subsequent time until everyone who wishes to has had a chance.
- We are committed to group process, respect and candor. It's okay to disagree.
- We will listen to each other to understand. Suspend assumptions and question your own.
- Do not interrupt. We will not focus on individual opinions but rather respect our group process.
- We will not get stuck on “what we’ve always done” or “what we do today.”
- Each of us is mindful of confidentiality and conflict of interest.
- We accept that the full board is responsible for board decisions, even when some members voted against them.
- Represent the Board’s decisions in the community even if you did not vote in favor of them.