

## **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.
- If you have questions or need additional information about an agenda item or want to request an item be added to an agenda, contact the director or chair to discuss ahead of time.
- No matters which would likely adversely affect the reputation of any person other than a member of this board, unless such person requests an open meeting, will be discussed in the public meeting. In such a situation, a non-public session would be required.
- 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.
- We will represent the Board's decisions in the community even if you did not vote in favor of them.