PUBLIC NOTICE

Meeting: Library Board
Tuesday, January 14, 2020  
**6:00 p.m.** - 12808 W. Hampton Avenue

PLEASE TAKE NOTICE that a regular meeting of the Butler Library Board will be held on the 14th day of January, 2020 at 6:00 p.m. at the Butler Public Library, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll Call  
2. Persons Desiring to be Heard (3 minute limit per person)  
3. Consideration of Minutes: December 10, 2019  
4. Communications  
4.1. Introduction to Liz Glaser, MLIS, Librarian  
4.2. ALA (American Library Association) Legislative Update  
4.3. 2020 Meeting topics  
5. Financial Report  
5.1. Monthly Report  
5.2. PC Reservations funding for installation costs  
6. Report of the Director  
6.1. Q/A on written reports (weekly and monthly)  
7. Old Business  
7.1. Discussion and decision on Scheduling our Strategic Planning session  
7.2. Update on Community Information Gathering results  
7.3. Discussion and decision on installing PC Reservations system  
8. New Business  
8.1. Discussion and committee appointments for Bylaws revision  
9. Future agenda items -- discussion  
10. Schedule next meeting  
11. Adjournment  

Dated: January 5, 2020  

Jodi Kessel Szpiszar    Charlene Benjamin  
Director                  President

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.
Minutes of Butler Public Library Board Meeting
Dec. 10th, 2019

Minutes not formally approved until Library Board Meeting Jan. 14th, 2020

Meeting was called to order by President C. Benjamin– 6pm

Members present—
Jodi Kessel Szpiszar (Director), Roger Benjamin, Tom Sardina, Charlene Benjamin (President),
Teri Stegemeyer, Georgeane Szczygelski, Michael Bates
Excused, Mary Jablonski

Persons desiring to be heard:
None

Consideration of Minutes: Nov. 12th 2019
Motion by Sardina to accept minutes, seconded by Bates. Motion carried unanimously.

Communications
a. Presentation via videolink with John McCabe of EnvisionWare regarding PC Reservations, will revisit subject in January
b. C. Benjamin did a webinar regarding the US Census.
   Grateful patron sent a nice thank-you note.

Financial Report
Monthly expenditure--$11,778.88, YTD $93,535.69, Remaining $13,407.31 (87.46% spent)
Motion by R. Benjamin to accept finances, seconded by Sardina. Motion carried unanimously
Motion by Bates to approve library staff appreciation gifts, seconded by R. Benjamin, motion carried unanimously

Report of the Director
a. Interviewing will begin soon for new Libr. Assistant

Old business — Motion by Szczygelski to add July 3rd 2020 as official holiday, seconded by Sardina. Motion carried unanimously.

New business —
Motion by Stegemeyer to accept 2020 Annual Addendum to Bridges Library System Agreements, seconded by Sardina. Motion carried unanimously.
Motion by Bates to institute an Invoice Review Process, seconded by Szczygelski, motion carried unanimously
Motion by Sardina seconded by Szczygelski to approve C. Benjamin as President, Bates as Treasurer and Stegemeyer as Secretary. Motion carried unanimously.
Future agenda items to include forming committees.

Schedule next meeting – Jan. 14th 6pm

Motion to adjourn at 7:25 pm Sardina, seconded by Bates, motion carried unanimously

Submitted by: Stegemeyer
Here's the article about funding that I would like to include in our January Board packet.

Regards,
Charlene

---------- Forwarded message ----------

From: WLA ALA Councilor <wla@memberclicks-mail.net>
Date: Fri, Dec 20, 2019 at 3:21 PM
Subject: Our Hard Work Paid Off! ALA Legislative Update
To: cmbenjamin601@gmail.com

Congressional appropriators needed overtime to complete the FY2020 budget, but the result brought good news for libraries: a $10 million increase for the Institute of Museum and Library Services (IMLS), including $6.2 million for the Library Services and Technology Act (LSTA)—the largest increase in LSTA funding in 12 years! The final federal spending bill also includes increases for other library programs. The budget bill now heads to the president, who is expected to sign it. For the third year in a row, we get to celebrate a win because of all of the library advocates that called, emailed, tweeted, and met with their members of Congress in Washington, D.C., and at home. Make sure to send your representatives a thank you note for their support!

Here are the details about the appropriation:

Congress appropriated $252 million for IMLS, including a $6.2 million increase dedicated to LSTA. Highlights from the $195.4 million for LSTA include:

- $166.8 million for LSTA Grants to States ($160.8 million in FY2019)
- $5.3 million for LSTA Native American Library Services ($5.1 million in FY2019)
- $10 million for LSTA Laura Bush 21st Century Librarian grants ($10 million in FY2019)

Overall funding for the Department of Education increased by $1.3 billion, raising its total budget to $72.8 billion. The Innovative Approaches to Literacy (IAL) program, another priority for ALA, also escaped the White House's original proposed elimination and received $27 million for FY2020, the same level as last year. Other library-eligible programs received increases:

- $1.21 billion for Title IV Part A Well-Rounded Education ($1.17 billion in FY2019)
- $192 million for Striving Readers Comprehensive Literacy Grants ($190 million in FY2019)
- $1.25 billion for 21st Century Community Learning Centers ($1.22 billion in FY2019)
- $16.3 billion for Title I Grants to Local Education Agencies ($15.9 billion in FY2019)
- $2.13 billion for Title II Supporting Effective Instruction ($2.06 billion in FY2019)

Other programs receiving increases include the Library of Congress, National Library of Medicine, Carl D. Perkins Career and Technical Education Act, National Endowment for the Arts, and National Endowment for the Humanities.

Happy Holidays,
2020 meeting topics – plan. *The following is a tentative schedule of topics for 2020 meetings. This list is not set in stone. I expect additions, changes, deletions as our work as a Board grows and develops. It is a starting point only...don't hesitate to ask, disagree, or contribute!*

<table>
<thead>
<tr>
<th>Month</th>
<th>Information/Education</th>
<th>New Business</th>
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<tbody>
<tr>
<td>January</td>
<td>Introduction to Liz Glasser, Librarian</td>
<td>Bylaw revision committee</td>
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<td>PC Reservations decision</td>
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<td>February</td>
<td>Introduction to Melissa Paap-Young, Youth Librarian</td>
<td>Chapter 7, Trustee Essentials</td>
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<td>March</td>
<td>Introduction to Jodi (her position and duties, as well as course-work and preparation)</td>
<td>Strategic Plan review Committees</td>
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<td>April</td>
<td>Introduction to Library Assistant tbd Chapter 7, Trustee Essentials</td>
<td>Term reviews</td>
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<td>Fine-free decision – children’s materials</td>
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<td>May</td>
<td>Introduction to Library Assistant tbd Budget Process – Library &amp; Village</td>
<td>Performance Review Process</td>
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<td>June</td>
<td>Introduction to Library Assistant tbd Trustee Training Week</td>
<td>Preliminary budget review with Library Board</td>
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<td>July</td>
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<td>Deliver Perf Review to Jodi Review 2021 budget</td>
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<td>Aug</td>
<td>Library Bill of Rights</td>
<td>Approve 2021 budget to go to the Village</td>
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<td>September</td>
<td>Weeding Process discussion Advocacy (for the Library, with Legislators, maybe even Trustees)</td>
<td>Volunteer Group development</td>
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<td>October</td>
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<td>Book Mobile expansion possibilities</td>
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<td>November</td>
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<tr>
<td>December</td>
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<td>2020 in review – annual report to Village</td>
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<tr>
<td>800-55100 Library Salaries &amp; Benefits</td>
<td>$67,682.00</td>
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<td>800-55400 Library Programs &amp; Services</td>
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<td>800-55500 Library Collection</td>
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<td>Contingency</td>
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<td><strong>Fund 800 Library Totals</strong></td>
<td><strong>$106,943.00</strong></td>
<td><strong>$102,369.12</strong></td>
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**January 2020 for December 2019**

Transactions from December 2019 paid in January 2020

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<tr>
<th></th>
<th>Budget</th>
<th>YTD Deposited</th>
<th>Mo. Deposited</th>
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<tr>
<td>Library Income</td>
<td>$12,386.00</td>
<td>$13,572.71</td>
<td>$1,257.45</td>
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January 14, 2020

Director’s Report

Staff – Andy Kristensen began working at the library January 2nd. He will work a couple of Saturdays a month as well as cover and fill in when needed.

Bridges/Alliance of Public Librarians (APL) – from the minutes of the November 8th meeting:
Business discussed – management of collections, APL officers for 2020, the wide and varying differences between libraries and their municipal budgets, and income and expenditure breakdowns, potential for Bridges Board management software, and a discussion on program attendees recording a program. No formal action was taken on any of these items.

December 13th meeting in Oconomowoc – Business and Discussion
a. Bridges APL representatives for 2020 Bridges System Board meetings. Alli Chase (EA) and Brittany Larson (MS) volunteered to be in the rotation with Betsy Bleck (OW).

b. Final slate of APL Officers for 2020 presented approved to be voted on at January 10, 2020 meeting
   Brittany Larson (Muskego) – President
   Eric Robinson (Fort Atkinson) – Vice President
   Adele Loria (Sussex) – Secretary.

c. Clarification of APL’s Form of Organization timing of Officer transition dates – it was determined that Gerard (current President) would put forth the January agenda and that after the APL officer election at the January meeting, Brittany Larson would assume the presidential duties at the meeting.

d. Portal training for Bridges Board and APL - Connie Meyer demonstrated the new meeting management software called Board Effect. It will be a portal that will have a Bridges Board view and an APL view to help manage agendas, minutes, and document storage. Betsy Bleck asked if there was the potential for individual member libraries to enter into a co-op agreement to utilize the software for board meetings. Connie Meyer indicated the potential down the road, but the company did not indicate at this time if there would be any pricing advantage since additional information would need to be provided for analysis. Meyer suggested that’s a future conversation after library directors have had some time to work with the software.
   Board Effect is currently being used beginning with our January meeting.

Next meeting Friday, January 10th in Waukesha

Café Council Meeting - update that they are still working out the details for a mobile app. Report on using US Postal Service databases to verify addresses in Café database. Determined it is fairly time intensive and somewhat challenging. We won’t be utilizing it. Approved to add a Milwaukee Child patron code that will have the same parameters as each library’s Child patron code.

Next meeting March 24, 2020

Technology Update – working with Taylor to schedule a day to finish the install. Public computers #9-12 will be removed from service January 14th. Signs have been posted and patrons are being informed. Our current Equipment Policy has a time limit of 3 hours for patrons, and 1 hour for guests for computer use. With the removal of #9-12 we will be monitoring and enforcing time limits as needed.
Building – status quo

Friends – status quo, no meeting scheduled at this time

Programming

- Calendar for January attached
- Milwaukee Lionel Railroad Club Display Saturday, January 11th 10:30-2:00
- Red Cross Blood Drive – Monday, January 13, 2020
- Sustainable Living through Plastic Reduction – presented by Malia Chow – Thursdays, January 9th and 30th, and February 13th. Possible to do more if the interest is there.
- Hospice Care (Luther Manor) – Thursday, February 5th 11:00am
- Valentine’s Day Card Making – Thursday, February 6th 6:00 pm
- Welcome to Medicare – Monday, February 24th at 1:00 pm
- Back to Nature – Parent Talk by Tiffany Grinker OT – Thursday, March 5th 6:30pm
- Go, Gwen, Go: A Family’s Journey to Olympic Gold author visit. This is a book written by Gwen Jorgensen’s mother, Nancy Jorgensen, and her sister Elizabeth Jorgensen, all from Wisconsin. Nancy and Elizabeth will be here to talk about the book. We have ordered a copy. Opportunities for book purchase and signing will be available.
- 10 Common Garden Problems and How to Solve Them – The Wisconsin Vegetable Gardener, Thursday, April 9th at 6:30 pm

Active Library Cards Accounts expired for 3 years, and not owing any money for replacement costs of items, get deleted from the system. Any expired card that owes less than $100 in fines (not replacement costs) to any library can be deleted by the registered library (Butler). This is system wide.

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- **Adult (All Ages)**
  - Jan 11: Traditional Turkish Water Marriage
  - Feb 4: Coffee with a Cup (3-5)
  - March 20: The Endurance Presentation (5-10)
  - April 19: Anniversary Celebration (4)
  - May 12: Growing Great Tomatoes (3-21)
  - June 15: Indian Cooking (2)-8 (7-25)
  - July 14: Blood Drive (2-4) (5-21) (8-5) (10-14)
  - August 2: Local RBI Club Meeting (1-2)
  - September 2: Recipe Club (1st Wed)
  - October 0: 0
  - November 0: 0
  - December 0: 0

- **Children (5-12)**
  - Jan 17: Little Miss Ann (6-31)
  - Feb 13: Movie Popcorn and More (2-17)
  - March 26: Video Face Painting (3-31)
  - April 29: Mad Science (7-26)
  - May 15: Science Discovery (7-27)
  - June 16: Lego Club (Fast Times) n/a 10
  - July 17: I 1 7
  - August 14: Craft/Art (Last Sat) 7 I 1 7
  - September 3: Movie Storytime (Wed)
  - October 33: 40
  - November 48: 49
  - December 47: 63

- **Teen Activities - Discontinued in March**
- **Feb**
  - 10G: 2019

- **Adultящих**
  - Jan 15: Welcome to Mediation (2-16) (5-15) (8-12)
  - Feb 5: Valentine Party (2-14)
  - March 31: Blood Drive (2-4) (5-21) (8-5) (10-14)
  - April 25: Local RBI Club Meeting (1-2)
  - May 2: Recipe Club (1st Wed)
  - June 2: 0
  - July 2: 0
  - August 2: 0
  - September 2: 0
  - October 2: 0
  - November 2: 0
  - December 2: 0

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  - December 47: 63
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January 2020 Events

- **Storytime with Melissa-Wednesdays at 10:30**
  - January 8th - Yeti Fun
  - January 15th - Cats Everywhere
  - January 22nd - Snowflakes
  - January 29th - Clifford the Big Red Dog

- **Sustainable Living through Plastic Reduction**
  - January 9th, 30th, and February 9th at 6:30pm
  Malia Chow leads this series, which offers a realistic and integrative approach to daily lifestyle changes we can make to improve our well-being as a planet and people.

- **MKE Lionel Railroad Club Display**
  - Saturday, January 11th from 10:30-2:00
  Members of the club will be here with a model train display. Come check it out and ask questions!

- **Red Cross Blood Drive**
  - January 13th from 1-6pm
  For an appointment call 1-800-RED CROSS (1-800-733-2767) or visit redcrossblood.org and enter sponsor code: Butler Library

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<tr>
<th>Sun</th>
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<th>Thu</th>
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<th>Sat</th>
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<tbody>
<tr>
<td></td>
<td>December 31st Closing at 4:00pm</td>
<td>1 Library Closed</td>
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<td>5 CLOSED</td>
<td>6</td>
<td>7</td>
<td>8 10:30 Storytime</td>
<td>9 1:00 Butler Stitching Group 6:30 Sustainable Living</td>
<td>10</td>
<td>11 10:30-2:00 MKE Lionel RR Club Display</td>
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<tr>
<td>12 CLOSED</td>
<td>13 1-6pm Red Cross Blood Drive</td>
<td>14 6:00 BPL Board Meeting</td>
<td>15 10:30 Storytime 5:30 Men’s Book Club</td>
<td>16 1:00 Butler Stitching Group</td>
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<td>19 CLOSED</td>
<td>20</td>
<td>21</td>
<td>22 10:30 Storytime</td>
<td>23 1:00 Butler Stitching Group 6:30 Lego Club</td>
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<td>26 CLOSED</td>
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<td>29 10:30 Storytime</td>
<td>30 1:00 Butler Stitching Group 6:30 Sustainable Living</td>
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BUTLER LIBRARY BOARD
BYLAWS

ARTICLE I. TRUSTEE MEMBERSHIP

Pursuant to the requirements of the Statutes of the State of Wisconsin 43.54 and 43.58, there is hereby created a Library Board for the Village consisting of seven (7) members. Membership shall consist of one (1) Village Trustee and six (6) citizens appointed by the Village President, subject to confirmation by the Village Board. One member will be appointed by the Village President to represent the school district in which the library is located. Terms of such members shall be from May 1st in the year of their appointment until April 30th of the following year and thereafter each regular appointment shall be for a term of three (3) years. Not more than one (1) member of the Village Board shall at any one (1) term be a member of the Library Board. Citizen members shall be appointed by the Village President, subject to confirmation by the Village Board. The Trustee member shall be appointed annually by the Village President, subject to confirmation by the Village Board.

Do we want to add that the library board and library staff can—or should—recruit new members?

ARTICLE II. OFFICERS AND ELECTIONS

Section 1. The officers of the board shall be a President, a Secretary and a Treasurer. The terms of the members will be from May 1st

Section 2. Terms of office shall be for two years. An officer may serve for more than one consecutive term in the same capacity with a majority vote of the members present at the annual meeting provided there is a quorum.

Section 3. The officers shall be elected at the annual meeting of the Board each April and shall remain in office until their successors are elected. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

Section 4. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles. The President has the right to be a member of all committees.

Section 5. As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within thirty (30) days after the time designated in this Section for the beginning of terms, the members of the Library Board shall organize by election from among their number a President and such other officers that they deem necessary to prescribe and adopt rules and regulations for the operation of the library.
ARTICLE III. MEETINGS

Section 1. The Library Board shall meet regularly each month or at the discretion of the President. Annual meetings will be held in May when needed for Officer Elections. Elections will be by nomination in a secret ballot.

Section 2. Special meetings may be held at any time at the call of the President, or upon request of two members, for the transaction of business as stated in the call, provided notice thereof be given to each member of the Board at least seventy-two hours in advance of the special meeting.

Section 3. A quorum at any meeting shall consist of a simple majority of those members (4) who are properly appointed and confirmed.

Section 4. The order of business may be as follows:
- Call to order
- Minutes of previous meeting
- Communications
- Friends of the Library Report
- Director's report
- Financial Report
- Committee Reports
- Unfinished business
- New Business
- Adjournment

Section 5. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board.

ARTICLE IV. COMMITTEES

In all instances, the Board shall act as a committee of the whole, except in such cases when it may seem more advisable, or expedient, for the President to appoint a special committee to accomplish a particular undertaking.

ARTICLE V. GIFTS

The Board shall be considered as special trustee for all gifts of personal property, real estate and financial donation and shall have the right to hold title thereto, according to the terms of the gift, provided such terms are acceptable to the Board.
ARTICLE VI. DIRECTOR

The Director/Designee shall have sole charge of the administration of the library under the discretion and review of the Board. The Director shall be responsible for the care of the facilities and equipment, the direction of the staff, for the efficiency of the library’s service to the public and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all board meetings.

ARTICLE VII. BUDGET

The Library Board shall, prior to October 1st in each year, prepare a detailed estimate of the expenditures by the Board during the ensuing calendar year together with an estimate of the income from all sources to be derived during the calendar year, and transmit the same to the Village Board. The Village Board shall include in the Village budget for the ensuing fiscal year such sum for library purposes as it shall deem necessary.

ARTICLE VIII. AMENDMENTS

Amendments to these by-laws may be made by a unanimous vote of the members present at any regular meeting; provided that the proposed changes have been stated in the call for the meeting; and further, provided that such call is issued to the membership at least five (5) days prior to the regular meeting.
ROBERT'S RULES OF ORDERS
CHEAT SHEET
PREPARED BY FORSMALLNONPROFITS.COM

PART I—VOTING

Motions
Here is an overview of how votes are taken under Robert's Rules of Order, especially as they are frequently used by small nonprofits:

First, someone makes a “motion.” A board member could say, “I move to adopt the budget as presented.”

The next step: Someone “seconds” the motion. This is what allows the board to consider something for a vote. (The board secretary should record the names of the originator of the motion and the second.) If no one chooses to second the motion (which is unlikely but possible), it’s dropped and nothing happens.

At this point the board discusses the motion. No other business of the board can happen until the motion has been resolved. (In Robert’s Rules of Order–speak, the motion is considered “privileged.”)

Resolving Motions
How is a motion resolved? Generally by a vote.

After discussion, the board president will say, “Seeing no other questions or comments... all those in favor of the motion, please signify by saying ‘Aye.’ ” Then everyone in favor votes. “All opposed, please signify by saying ‘Nay.’ ” Then everyone against the motion votes. (The board secretary records the results.)

In a small board meeting, this kind of voice vote is usually enough for the president and the secretary to tell whether a vote has passed, and who voted on which side. But sometimes it’s not clear. If either the president or the secretary is unsure, they should ask for a roll-call vote in which everyone gives their vote one at a time so there is no confusion.

The two results of the vote are simple to understand: a motion can be approved (the majority vote for it), or it can be defeated (the majority vote against it).

A note on abstentions

Sometimes a board president will say at this point, “Abstentions?” Someone who has a conflict of interest might voice their name here. Unless you have a specific reason for abstaining, you should vote for or against the motion and not sit it out. Even if you don’t like either option, voting is part of your job.
After votes have been counted, the board chair should say something like “The motion passes” or “The motion fails” for absolute clarity. No one should be in doubt about what happened.

Sometimes, though, a motion can be resolved without a vote if the board votes to “table” it, which means the board instead votes to postpone further consideration of the motion until a later meeting.

Technically, “tabling” a motion is not in Robert’s Rules of Order. The book has a different word for doing that. But “tabling” is so universally used that you may as well know it, and expect its use.

**PART II—ADAPTATIONS OF ROBERTS RULES YOU WILL LIKELY ENCOUNTER**

In addition to “tabling” motions, nonprofits fudge on Robert’s Rules in some other ways you should be prepared for.

*Discussion before a motion, not after.*
Almost all nonprofits will discuss a topic for a while before anyone actually makes a motion on it, as opposed to making the motion and then discussing it. The downside of this is that it’s easier to get onto other business unrelated to the topic. So many nonprofits do it, you should be prepared for it.

*“Friendly amendments”*
There’s no such term in Robert’s Rules of Orders, but again: it’s common at board meetings of small nonprofits. Basically it means that someone in favor of the motion suggests something that would improve the original motion, or make it more palatable to someone who is not currently in support.

For example: “I’d like to suggest a friendly amendment, Bob. Where it says, ‘term limits are three years long,’ I’d like to suggest we add the phrase ‘renewable once.’” For some reason this is directed to Bob (the person who made the original motion in my example), and Bob can choose to accept it, or not.

This is workable shorthand for amending a motion. If there have been any amendments (friendly or otherwise) to a motion, the board president should always reaffirm the final text of the motion being voted upon before calling for the vote.
PART III—USING ROBERTS RULES OF ORDER TO HELP YOU MAKE MEETINGS BETTER

There are two useful tools Roberts Rules of Order gives board members that may help you during a meeting. They are rarely used, which means that many nonprofit board members may not know of them, but you may find that they help you get a meeting back on track.

"Point of Information."
A motion is on the table. You can always ask for clarification on what is at stake and what a "yes" or a "no" vote means. If you want to do that, you say "Point of Information" and then ask your question. You may not actually need to say "Point of Information" in a regular meeting, but if things are contentious and you are legitimately asking for information (and not arguing under the guide of asking for information), you may want to preface your question with this. According to Roberts Rules of Order, it has to be addressed.

"Call for the question."
If a debate is going on and on and on, you can "call for the question." This forces the board to decide whether to continue debating or whether to just vote.

Here's how it's supposed to work: A vote immediately takes place on whether to continue discussion. If two-thirds of the board votes that they are ready to vote on the motion at hand, then voting on the motion takes place immediately.

In practice, though, by the time you're exhausted from debate, so are most other board members. If you call for the question, a board will often just get on with the vote on the motion.

PART IV—HAVE ALL YOUR RULES AT THE MEETING

The Rules
It's a good idea for a board to have a single copy of the rules (or the brief version) handy at meetings in case something more complex comes up.

Your Bylaws Are Also Rules
Keep in mind that your bylaws or board policies might have additional rules of procedure at a board meeting beyond what is spelled out in Robert's Rules of Order. It's confusing to have rules in different places, and I would generally recommend against having something so specific in your organization's bylaws. But familiarize yourself with the bylaws to see if there are any extra rules of order.

If this has been helpful, please visit forsmallnonprofits.com to read more about making boards work better or check out The Little Book of Boards: A Board Member's Handbook for Small (and Very Small) Nonprofits.