

Brown County Library Management Team Meeting Conduct Agreement

The purpose of the monthly Management Meeting is to support dialogue and discussion among BCL managers. To ensure that these meetings are a safe and respectful place to explore topics related to management, it is expected that each member of the team will abide by the following meeting conduct agreement:

1. Come to the meeting on time and prepared to discuss items on the agenda.
2. Adhere to deadlines for work expected to be completed outside of the meetings.
3. Participate fully in the conversations, but stay on topic.
4. Keep multitasking to a minimum. Mute your computer and phone and stay out of email and off of your phone unless circumstances demand it.
5. Talk one at a time, and do not have side conversations.
6. Be patient when listening to others speak.
7. Be sure everyone has a chance to be heard on an issue. Avoid dominating conversations.
8. Be mindful of the limited amount of time we have for each topic and conclude discussion on a topic when time runs out. If more discussion is needed, suggest adding the topic to next month's meeting.
9. Treat others with respect during and outside the meetings. Do not engage in gossip.
10. Be respectful of other's ideas or situations. Do not judge or accuse. Be cognizant of body language. No eye rolling or impatient gestures.
11. When discussing issues related to people, please focus on problem behaviors. Attacking an individual or individuals is never acceptable.
12. Topics discussed at these meetings may be confidential. Any issue pertaining to personnel must be treated confidentially.
13. Come with positive intent, open to change and new ideas.
14. Be solution-focused, seeing opportunities, challenges, and possibilities. Do not dwell on past slights, roadblocks, or excuses.
15. Decisions made in these meetings must be based on what is best for the customers and communities we serve, as well as the Library as a whole.
16. Concerns pertaining to the meetings or topics should be brought to the Executive Director.
17. We are all adults. Circumstances may cause someone to arrive late, step out, leave the meeting early, or miss a meeting entirely. The meeting (and the world) will go on!

Signature _____ Date _____

Printed Name _____