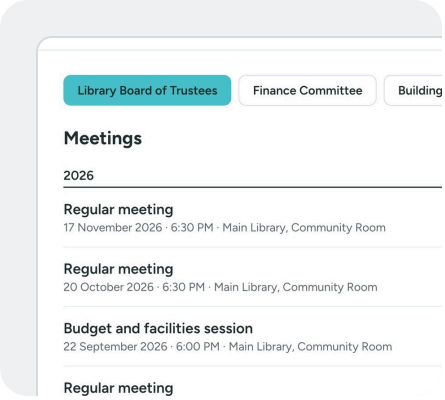
communico one

Boardroom

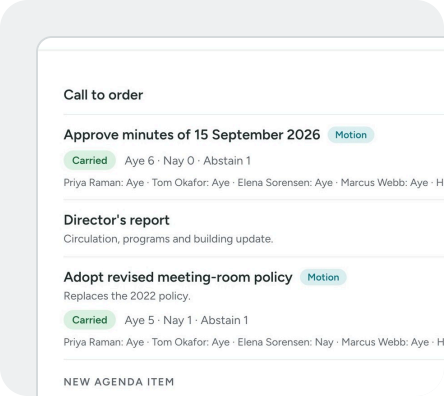
BOARD MEETING MANAGEMENT

Boardroom helps your library manage its board's meetings, agendas, minutes and trustees. A public page keeps the community informed.



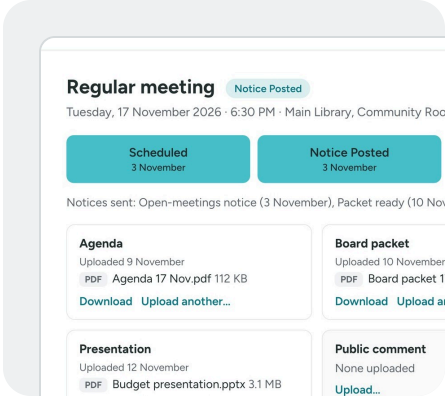
Boards and committees

Run your board and every committee side by side, each with its own meetings, trustees and notices.



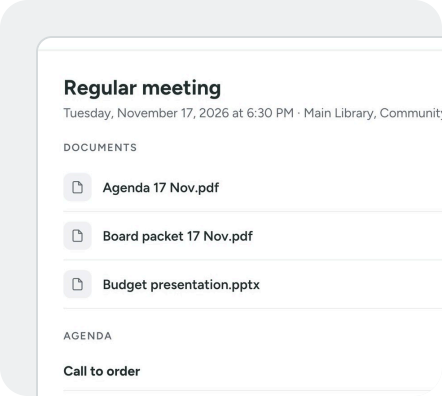
Agenda builder

Build the agenda item by item and mark any item as a motion.



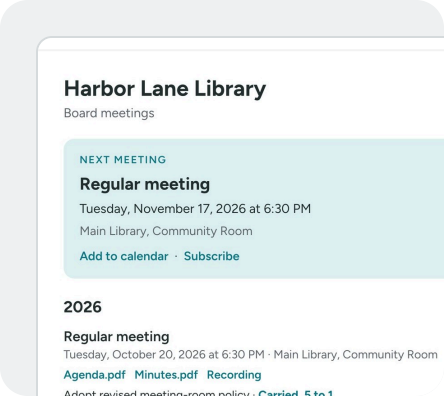
Board packets

Gather the agenda, packet and presentation for each meeting in one place.



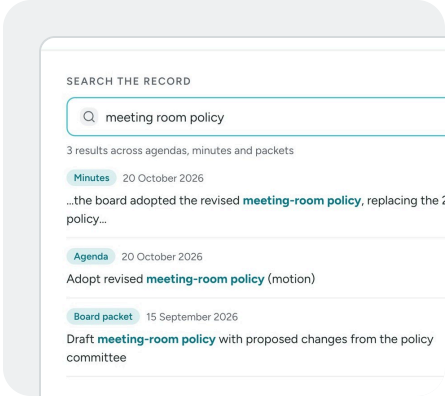
Personal packet links

Each trustee gets their own secure link to the packet, with no login to remember.



Public board page

A page for each board with the next meeting, meetings by year and every published document.



Search and public comment

Residents search agendas, minutes and packets from one box. Comments are logged, timed and acknowledged.

Open-meetings notices

Notices go out ahead of every meeting, on the lead time you set.

Accessible documents

Check every document before it goes public.

Minutes

Minutes start as a draft and are approved before anything goes public.

Closed session

Record that a closed session took place, and why, without storing anything from it.

Recordings

Add the meeting recording as a link, kept apart from the live join link.

Trustee roster

Your trustees come from the contact records you already keep.

Terms and appointments

Record each trustee's term, their role and who appointed them.

Vacancies

See open seats and when a new term begins.

Retention and archive

Choose how long a published meeting stays public, from zero to 20 years.

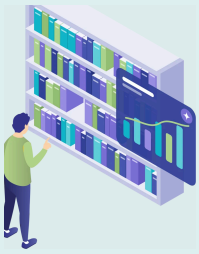
Monthly board pack

Attach a branded report with your key figures from Measure to the meeting.



Empower your customers

- See what the board decided
- Find the next meeting easily
- Read approved documents online



Help staff

- Prepare the packet in one place
- Post public minutes with ease
- Keep every meeting in order

Communico specification sheets
Available to download at www.communico.one

communico one