

Monthly Board Meetings:
Quorum: 3 members present

Agenda: Library Manager to update items that arise during library hours (all additions from board members are to be forwarded to the chair to be added prior to the agenda being sent out or added at the time of the adoption call for the agenda). The Chair and Library Manager are in charge of this.

No motion is required to accept or amend the agenda. The Chair asks for additions or amendments and the agenda is adjusted as necessary.

Approval of previous meeting minutes: *Requires motion to approve but no vote needed (as presented or as amended)* Chair to ask for changes or amendments. Amendments are noted in the minutes. Chair to sign the minutes for permanent copy indicating amendments if any once approved by the board.

Reports: Treasurers Report *requires motion and vote*. All remaining reports *do not require a motion*.
-expenditures of funds from reserves, allocation of year end surplus or a special or unusual expenditure not anticipated in the budget *requires a motion to approve, secondary and a vote*.

Policies: *New policies or amendments require a motion to approve, a secondary and a vote recorded in the minutes.*

Board Discussions: *No motion is required unless a dollar value is expressed in the action required.*

Budget for upcoming year: *Requires a motion, with a secondary and a vote.*

Appointment of new board members (outside AGM): *Motion to accept, secondary and a vote*. A letter of request to add the new board member officially needs to be sent to the Village of Boyle Council

Closed Session: *motions are required to go into closed session, to come out of closed session and motions as applicable to discussion*. Items discussed here are FOIP related or employee/board member related. The Library Manager exits the meeting before the closed session commences.

*Bylaws: Bylaws (new or amended) must be read and passed three times by your library board. Normally, the three readings must be done over at least two board meetings, but you can hold all three readings at the same meeting if the board unanimously passes a motion to do so.

Format is as follows:

1. First reading - motion
2. Second Reading - motion
3. Unanimous Consent - motion
4. Third Reading - motion

Once your board has passed its bylaws three times, a copy must be sent to municipal council for presentation at a council meeting. If your council accepts the bylaws, they are now legal and enforceable by local law enforcement personnel.

**Bylaws are usually reviewed at the AGM but can be done during a regular meeting as long as information is passed to the board with enough notice for first reading. Changes can be made for subsequent readings if not all done in one meeting.*