

1.5. Duties of the Secretary / Treasurer

Created 03/06

Revised 02/17

Guidelines & Procedures

The Secretary / Treasurer shall:

- Record minutes of the Board meetings.
- Maintain a file of original minutes, reports, policies bylaws, etc.
- Notify Board members of time & location of meetings & ensure that members receive agenda packages.
- Handle correspondence as directed by the Board; assist Chair in developing the agenda.
- Hold signing authority as treasurer, as & when required.

1.6. Advocacy

Created 03/06

Revised 02/17

The Board may at times and when required appoint a specific representative to address specific issues including media & recruitment.

Goals of the Board:

- Maintain an organized, well-rounded and up-to-date collection.
- Promote reading and literacy among all age groups.
- Publicize the Library through various means.
- Increase membership making the Library more visible to the community.
- Encourage opportunities of learning and exploration to the community.
- Attend Workshops sponsored by library partners.

Activities which support this policy may include but are not limited to:

- Soliciting letters from library supporters.
- Making presentations and writing letters to representatives of government & business.
- Participating at election time (re: library issues).
- Soliciting the support of the local business community.
- Soliciting the support of the public at large and local community service groups.

1.7. Policy Making

Created 03/06

Revised 02/17

The Board recognizes their responsibility to review the Board policies annually and to create new policies as required.

Guidelines and Procedures

The Board assumes the responsibility for developing policy that pertains to the operation of the Library. The Board recognizes that the development of policy is an ongoing process for providing effective guidelines for action of all its committees and staff.

- Suggestions for policy development may come from staff, trustees, sub-committees and patrons.
- The Board shall review and discuss suggestions and develop policy as required.
- All policies and changes to them shall be approved by means of a motion at a duly convened Board meeting and recorded in the minutes of that meeting.
- All approved policies shall be given a number & title; they shall be signed by the Board Chairperson, indicating the date of approval.
- Copies of the approved policy shall be distributed to all Board members and shall be included in the Library Policy Manual.

- The Board shall determine a schedule for the annual review of existing Policies. The Library Manager may make policy review recommendations at any time.
- The Library Manager is responsible for the administration of programs and for the implementation of policy.
- All policies shall be amendable.

1.8. Parliamentary Procedure

Created 03/06

Revised 02/17

Parliamentary authority for rules of order at Board and committee meetings shall be: Robert's Rules of Order.

- The chair of the Board shall vote on all motions before the Board.
- Motions of the board, except those made to enact bylaws, do not need to be seconded.
- A meeting of the Board may be held in the absence of the public (in camera) only if the subject matter being considered in the absence of the public (in camera) concerns:
 - The security of the property of the Board.
 - Personal information of an individual, including an employee of the Board.
 - A proposed or pending acquisition or disposition of property by or for the Board.
 - Labour relations or employee negotiations.
 - A law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Board.
- A recorded vote is allowed only when requested in advance of the vote being taken.
- Board Members shall vote, unless they declare a conflict of interest. A Board Members who has a conflict of interest shall declare the conflict when the item in question is raised and shall leave the meeting until the item has been dealt with.
- The minutes of all Board meetings shall be recorded and signed by the Chair or acting Chair and by the Secretary.

1.9. Dissolution of the Library Board

Created 03/06

Revised 02/17

If the Library fails to open to the public for a period of two years, the Gibbons Town Council may make an ex-part application to the Court of Queen's Bench for an order declaring the Board dissolved.

The order dissolving the Board vests in the Municipality all the property of the Board and the Gibbons Town Council through its proper officers may take possession of the vested property and dispose of it in any manner it considers advisable.

2. ADMINISTRATION

Created 09/09

Revised 03/17

Reviewed: 03/21

2.1. Library Hours of Operation

Guidelines and Procedures

The Board shall ensure that the Library's hours of operation are suitable to provide access to the community.