

- 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.