

# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Board

**Policy Number:** 110

**Title:** Meetings of the Library Board

**Policy Statement:** The board shall meet periodically to review and conduct the business of the Library Board.

**Guidelines and Procedures:**

1. Board meeting shall be held monthly during the year, with the exception of July and August, next meeting dates shall be decided at end of meetings.
2. The first regular meeting of the year (January) will serve to announce the date of the Annual General/Organizational meeting. The AGM will be held on the February meeting date. At this meeting, the following will be reviewed, and changes adopted:
  - a. Library fee structure
  - b. Mileage and expense reimbursement rate
  - c. Signing authority
  - d. Audited financial statement and budget approval
  - e. Executive elections
  - f. Committee assignment

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024