

## **Topic: Library Board By-laws**

### **1.15 Secretary of the Board**

Board Motion Number:	<b>23.020</b>
Date of Original Board Motion Number:	<b>October 22, 2007</b>
Date of Current Issue:	<b>March 28, 2023</b>
Date of Next Review:	<b>2027</b>
Attachments:	

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board shall appoint a Secretary.

1. The CEO/Librarian or acting CEO shall serve as the Secretary of the Board.
2. The Secretary shall prepare the agenda prior to each Board meeting, under the direction of the Chairperson.
3. The Secretary shall distribute the agenda, with all reports and enclosures (i.e. the Board package) to all Board members not less than four days prior to the relevant Board meeting.
4. The Secretary shall keep minutes of every meeting of the Board and shall distribute the minutes to all Board members not less than four days prior to the next Board meeting.