

Topic: Library Board By-laws

1.29 Approval and Distribution of Board Minutes

Board Motion Number:	23.029
Date of Original Board Motion Number:	October 22, 2007
Date of Current Issue:	May 23, 2023
Date of Next Review:	2027
Attachments:	

Signature of Board Chairperson (and Date):

Minutes of North Kawartha Public Library Board meetings must be prepared for distribution prior to the next Board meeting.

1. The minutes are presented at the next Board meeting for approval.
2. Corrections and amendments if required are made at the Board's direction.
3. When the minutes are acceptable to the Board they are then "approved" or "approved as amended". This is accomplished by means of a motion.
4. Corrected and approved minutes must be signed and dated by the Chairperson and Secretary, and become permanent records in the Library's file.
5. The agenda and copies of reports and documents are also filed with the minutes to provide a complete record of Board proceedings.
6. Copies of minutes must be distributed to all Board members and to the Township council.
7. Minutes must be accessible to the public. They are filed in a binder in the reference section. The agenda and approved minutes are posted on the Library website.