

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: MINUTE PROCEDURE

REFERENCE #: 00/01

DATE APPROVED: March 8, 2000

REVISED: June 7, 2000

The Library Director shall be responsible for establishing and maintaining an official minute book for the Fort Saskatchewan Public Library Board.

Minutes of Library Board meeting shall be taken by the Recording Secretary duly appointed by the Library Board.

The Recording Secretary shall be responsible for:

- taking of minutes at Library Board meetings,
- typing the minutes in the prescribed format, and
- distributing minutes

Minutes shall be distributed in the following manner:

- one copy to all library trustees
- two copies to the Library Director (one copy for the City of Fort Saskatchewan library liaison).

The Recording Secretary shall be responsible for bringing the original copy of the minutes to the next regular meeting of the Board where they will be approved and signed.

The Library Director will then be responsible for ensuring that the original signed copy of the minutes along with a copy of the Directors Report and Committee Reports is placed into the official minute book of the Library Board.

The Library Director will forward a copy of the minutes to the City of Fort Saskatchewan for their records. A copy of the Board agenda will be made available to the library liaison with the City of Fort Saskatchewan prior to each Board meeting.

Edward Wolak
Board Chair