

## Topic: Library Board By-laws

### 1.27 Preparation of Minutes of Board Meetings

Board Motion Number:	<b>19.021</b>
Date of Original Board Motion Number:	<b>October 22, 2007</b>
Date of Current Issue:	<b>March 26, 2019</b>
Date of Next Review:	<b>2023</b>
Attachments:	

Signature of Board Chairperson (and Date):

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Minutes are the permanent record of the proceedings of a Board. The North Kawartha Public Library Board shall ensure that full and correct minutes are maintained.

1. Minutes are prepared by the Secretary.
2. All motions, movers, seconders and results of votes must be recorded in the minutes.
3. All motion numbers must be recorded in the minutes. The format of the motion number shall be year and sequential number for each motion, beginning each year.
4. The minutes will include a list of reports and documents discussed at the meeting.
5. The minutes will include a summary of significant points raised in debate; problems, suggestions and opposing points of view.
6. The minutes will record any commitments to undertake tasks made by Trustees or staff.
7. The Agenda and Minutes will follow the same order of business.
8. Items labelled as “deferred” may be postponed for resolution until a specified time.