



SIX NATIONS PUBLIC LIBRARY, Est. 1968

PO Box 149

1679 Chiefswood Road

Ohswegen, Ontario NOA 1M0

phone • 519-445-2954 fax • 519-445-2873 email • saunders@snpl.ca web • www.snpl.ca

2008 BOARD MEETING RESOLUTIONS

December 13, 2008

SNPL#1 – 12/13/08

Moved by Ron Monture and seconded by Chris Martin to accept the agenda with a request by both Chris Martin and Sabrina Saunders to end by eleven o'clock in order to attend a family funeral.

CARRIED.

SNPL#2 – 12/13/08

Moved Chris Martin and seconded by George Beaver to accept the Finance Officer Report as presented by Sabrina Saunders as Information.

CARRIED

SNPL#3 – 12/13/08

Moved by Chris Martin and seconded by Ron Monture to accept the November 8, 2008 Minutes with noted changes.

CARRIED

SNPL#4 – 12/13/08

Moved by Ron Monture and seconded by George Beaver to accept the November 8, 2008 In-Camera Minutes.

CARRIED

SNPL#5 – 12/13/08

Moved by George Beaver and seconded by Chris Martin to accept the Committee Reports as Information.

CARRIED

SNPL#6 – 12/13/08

Moved by Chris Martin and seconded by George Beaver to accept the Semi-annual Regional Trustee Meeting as Information.

CARRIED

SNPL#7 – 12/13/08

Moved by Ron Monture and seconded by George Beaver to reauthorize the Operational Policies C#11, C312 and C#20 fines and fee schedules for an additional year. A review of schedules for cost-recovery will be reviewed in December 2010.

CARRIED

SNPL#8 – 12/13/08

Moved by Chris Martin and seconded by Ron Monture accept the Business Arising from the Minutes as Information.

CARRIED

SNPL#9 – 12/13/08

Moved by Ron Monture seconded by George Beaver to accept the Chairs Report as Information.

CARRIED

SNPL#10 – 12/13/08

Moved by Chris Martin and seconded by Ron Monture to purchase and install video surveillance for the Library with Big Dog Security. If the estimate is in excess of \$6,000, the Director will notify the Chair in order for phone poll completion for the purpose of a vote for additional approval or denial of the project.

CARRIED

SNPL#11 – 12/13/08

Moved by Ron Monture and seconded by George Beaver to accept the Director's Report as Information.

CARRIED

SNPL#12 – 12/13/08

Moved by George Beaver seconded by Ron Monture to approve the Proposed 2009-2010 Fiscal Budget. Further, a copy of the budget will be delivered to Six Nations Council requesting financial support in the amount of \$150,000 for the 2009-10 fiscal year.

CARRIED.

SNPL#13 – 12/13/08

Moved by Chris Martin and seconded by Ron Monture to adjourn the meeting.

CARRIED.

November 8, 2008

SNPL#1 – 11/8/08

Moved by Michelle Bomberry and seconded by Helen Hill to accept the agenda with noted additions.

CARRIED.

SNPL#2 – 11/8/08

Moved by Ron Monture and seconded by Chris Martin to accept the Finance Report as Information.

CARRIED.

SNPL#3 – 11/8/08

Moved by Helen Hill and seconded by Michele Bomberry to accept the October 18, 2008 minutes.

CARRIED

SNPL#4 – 11/8/08

Moved by Ron Monture and seconded by Michele Bomberry to accept the October 3, 2008 In-Camera Minutes.

CARRIED

SNPL#5 – 11/8/08

Moved by Helen Hill and seconded by Chris Martin to update the Action Plan as presented.

CARRIED

SNPL#6 – 11/8/08

Moved by Helen Hill and seconded by Leona Moses to accept the Action Plan Committee Report as Information.

CARRIED

SNPL#7 – 11/8/08

Moved by Ron Monture and seconded by Leona Moses to accept the Policies.

CARRIED

SNPL#8 – 11/8/08

Moved by Michelle Bomberry and seconded by Susan Hill to accept the Correspondence as Information.

CARRIED

SNPL#10 – 11/8/08

Moved by Susan Hill and seconded by Leona Moses to publish the minutes in accordance with the SNPL Accreditation Plan. Second Reading of Board Resolutions shall be published via the SNPL webpage for a term of not less than one year beginning with the September 2008 Resolutions.

CARRIED.

SNPL#11 – 11/8/08

Moved by Helen Hill and seconded by Chris Martin to accept the Chair's Oral Report as Information.

CARRIED.

SNPL#12 – 11/8/08

Moved by Leona Moses and seconded by Susan Hill to accept the Vice-Chair's Oral Report as Information.

CARRIED.

SNPL#13 – 11/8/08

Moved by Helen Hill and seconded by Leona Moses to offer a contract to Ivy Logan for a Jr. Library Clerk position.

CARRIED.

SNPL#14 – 11/8/08

Moved by Chris Martin and seconded by Susan Hill to purchase additional shelves and shelving units for the library to a maximum of \$3,000.

CARRIED.

SNPL#15 – 11/8/08

Moved by Ron Monture and seconded by Helen Hill to pass new Policy pertaining to safety inspections. The Director and a designate staff member will complete and document monthly safety inspections. In the event of a hazard, they will document it, and ensure the necessary actions to remedy the hazard(s) are taken. *For the Purposes of the Policy Manual this policy is listed as SNPL C22 10/18/08*

CARRIED.

SNPL#16 – 11/8/08

Moved by Leona Moses and seconded by Chris Martin to accept the Director's Report as Information.

CARRIED.

SNPL#16 – 11/8/08

Moved by Susan Hill and seconded by Chris Martin to strike an Action Plan Committee. The Mandate of the Action Plan Committee is to complete a semi-annual review of the Action Plan and report to the Board.

CARRIED.

SNPL#17 – 11/8/08

Moved by Leona Moses and seconded by Helen Hill to adjourn the meeting.

CARRIED.

November 3, 2008

IN-CAMERA MINUTES

An Special meeting of the Board of the Six Nations Public Library was held on Monday, November 3, 2008 at the Six Nations Public Library Board Room at 5:30 pm. Donald Lynch chaired the meeting.

October 18, 2008

SNPL#1 – 10/18/08

Moved by Ron Monture and seconded by Chris Martin to accept the agenda.

CARRIED.

SNPL#2 – 10/18/08

Moved by Chris Martin and seconded by Helen Hill to accept the Finance Report prepared by the Finance Officer and presented by the Director as Information.

CARRIED.

SNPL#3 – 10/18/08

Moved by Chris Martin and seconded by Leona Moses to accept the September 13, 2008 minutes with noted changes.

CARRIED

SNPL#4 – 10/18/08

Moved by Helen Hill and seconded by Leona Moses to accept the 40th Anniversary Committee Report as Information.

CARRIED

SNPL#5 – 10/18/08

Moved by Leona Moses and seconded by Susan Hill to strike a Major Capital Campaign Committee. This committee will have the mandate to create a list of potential funders for approval by the board and design campaign material for the purpose of seeking funds for the new facility. Granting opportunities do not

require Board approval but final acceptance of contracts must be Board approved and signed by the Chair. This committee will consist of Sabrina Saunders, Susan Hill and Don Lynch.

CARRIED

SNPL#6 – 10/18/08

Moved by Helen Hill and seconded by Leona Moses to accept the Building Committee Report as Information.

CARRIED

SNPL#7 – 10/18/08

Moved by George Beaver and seconded by Chris Martin to accept the Evaluation Committee as Information.

CARRIED

SNPL#8 – 10/18/08

Moved by Helen Hill and seconded by Ron Monture to accept Susan Hill's Report as Information.

CARRIED

SNPL#9 – 10/18/08

Moved by Leona Moses and seconded by Susan Hill to accept Chris Martin's Report as Information.

CARRIED

SNPL#10 – 10/18/08

Moved by Helen Hill and seconded by George Beaver to accept the Gateway-Canadian Culture Online Report as Information.

CARRIED

SNPL#11 – 10/18/08

Moved by Ron Monture and seconded by George Beaver to accept the Correspondence as Information.

CARRIED

SNPL#10 – 10/18/08

Moved by Susan Hill and seconded by Leona Moses to publish the minutes in accordance with the SNPL Accreditation Plan. Second Reading of Board Resolutions shall be published via the SNPL webpage for a term of not less than one year beginning with the September 2008 Resolutions.

CARRIED.

SNPL#11 – 10/18/08

Moved by Helen Hill and seconded by Chris Martin to accept the Chair's Oral Report as Information.

CARRIED.

SNPL#12 – 10/18/08

Moved by Leona Moses and seconded by Susan Hill to accept the Vice-Chair's Oral Report as Information.

CARRIED.

SNPL#13 – 10/18/08

Moved by Helen Hill and seconded by Leona Moses to offer a contract to Ivy Logan for a Jr. Library Clerk position.

CARRIED.

SNPL#14 – 10/18/08

Moved by Chris Martin and seconded by Susan Hill to purchase additional shelves and shelving units for the library to a maximum of \$3,000.

CARRIED.

SNPL#15 – 10/18/08

Moved by Ron Monture and seconded by Helen Hill to pass new Policy pertaining to safety inspections. The Director and a designate staff member will complete and document monthly safety inspections. In the event of a hazard, they will document it, and ensure the necessary actions to remedy the hazard(s) are taken. *For the Purposes of the Policy Manual this policy is listed as SNPL C22 10/18/08*

CARRIED.

SNPL#16 – 10/18/08

Moved by Leona Moses and seconded by Chris Martin to accept the Director's Report as Information.

CARRIED.

SNPL#16 – 10/18/08

Moved by Susan Hill and seconded by Chris Martin to strike an Action Plan Committee. The Mandate of the Action Plan Committee is to complete a semi-annual review of the Action Plan and report to the Board.

CARRIED.

SNPL#17 – 10/18/08

Moved by Leona Moses and seconded by Helen Hill to adjourn the meeting.

CARRIED.

Saturday, September 13, 2008

A Board meeting of the Six Nations Public Library was held on Saturday, September 13, 2008 at the Six Nations Public Library Board Room at 9:00 am. Donald Lynch chaired the meeting.

SNPL#1 – 9/13/08

Moved by Ron Monture and seconded by Helen Hill to offer an official welcome to new Trustees Susan Hill and Leona Moses.

CARRIED.

SNPL#2 – 9/13/08

Moved by Michelle Bomberry and seconded by Susan Hill to accept the agenda with new correspondence and additional new business.

CARRIED.

SNPL#3 – 9/13/08

Moved by Leona Moses and seconded by Helen Hill to accept the Finance Report prepared by the Finance Officer and presented by the Director as Information.

CARRIED.

SNPL#4 – 9/13/08

Moved by Ron Monture and seconded by Leona Moses that in addition to holding the discussion in-camera, the resolutions are also held in-camera due to the content pertaining to the legal strategy of an ongoing legal case. Once the legal proceedings are complete, the resolutions will be moved out of camera, leaving only the briefing note in-camera.

CARRIED

SNPL#5 – 9/13/08

Moved by Helen Hill and seconded by Chris Martin to approve the minutes of June 19, 2008 with noted changes.

CARRIED

SNPL#6 – 9/13/08

Moved by Helen Hill and seconded by Chris Martin to accept the Hiring Committee report as Information.

CARRIED

SNPL#7 – 9/13/08

Moved by Susan Hill and seconded by Michelle Bomberry to accept the 40th Anniversary Committee Report as Information.

CARRIED

SNPL#8 – 9/13/08

Moved by Helen Hill and seconded by George Beaver to continue with the Archival Think Tank workshop planning for Fall/Winter 2008 and include the new Six Nations Council Archive Committee participants in the discussions.

CARRIED

SNPL#9 – 9/13/08

Moved by Susan Hill and seconded by Ron Monture to accept the Building Committee Report as Information.

CARRIED

SNPL#10 – 9/13/08

Moved by Michelle Bomberry and seconded by Helen Hill to send a letter of response to Natasha Logan including discussion of the actions she suggested within her letter.

CARRIED

SNPL#11 – 9/13/08

Moved by Susan Hill and seconded by Ron Monture to submit to Six Nations Council's Policy Analyst the following Safety Wording for review and feedback. "The Director will complete monthly visual inspections and present findings and any recommendations for replacement to the Board".

CARRIED

SNPL#12 – 9/13/08

Moved by Helen Hill and seconded by George Beaver to accept the Correspondence as Information.

CARRIED

SNPL#13 – 9/13/08

Moved by Susan Hill and seconded by Helen Hill to accept the Chair's Report as Information.

CARRIED.

SNPL#14 – 9/13/08

Moved by Helen Hill and seconded by Chris Martin to accept the Vice-Chair's Report as Information.

CARRIED.

SNPL#15 – 9/13/08

Moved by Ron Monture and seconded by Helen Hill to make Rebecca Jamieson's Clerk position full-time effective immediately upon her acceptance.

CARRIED.

SNPL#16 – 9/13/08

Moved by Chris Martin and seconded by Susan Hill that any occurrence of waiving of Employee Benefit packages be done by staff for the duration of the employee contract year.

CARRIED.

SNPL#17 – 9/13/08

Moved by Susan Hill and seconded by Chris Martin to accept the Director's Report as Information.

CARRIED.

SNPL#18 – 9/13/08

Moved by Helen Hill and seconded by Susan Hill to accept the following text as a New Board Policy. Trustee Emeritus is an honour given to current Board Trustees who have served the Board for a minimum of twenty years time. Once given this honour, these members are not bound by the rules of attendance. They may choose to continue to serve as active Trustees or give notice that they will participate if and when able. Should they decide the latter option, their voice will be heard as an Active Trustee member any time they choose to attend. All notices of meetings and minutes will be distributed to these Trustees, regardless of their regular attendance. All policies of the Board must be adhered to, except that of regular attendance. In the event that they are not present, their position will not be included in determining quorum.

For the Purposes of the Policy Manual this policy is listed as SNPL A23 6/19/08 Trustee Emeritus

CARRIED.

SNPL#19 – 9/13/08

Moved by Helen Hill and seconded by George Beaver to replace the vacant position on the current Evaluation Committee with the current Vice Chair leaving Chair, Vice-Chair, Helen Hill and Michelle Bomberry responsible for completing the evaluation of the Director, make determinations, and present final evaluation to the Board.

SNPL#20 – 9/13/08

Moved by Ron Monture and seconded by George Beaver to accept the CCO project with StonePath to conduct the videography, providing Canadian Culture Online offers a contract to SNPL.

CARRIED.

Second Reading Waived.

SNPL#21 – 9/13/08

Moved by Helen Hill and seconded by Susan Hill to strike a Canadian Culture Online Content Committee to evaluate and approve interview lists and content for final web upload, as well as SNPL patron use. Committee will be struck when and if CCO offers SNPL a final contract.

CARRIED.

SNPL#22 – 9/13/08

Moved by Helen Hill and seconded by Susan Hill for SNPL to make in-kind donations of current staff to the Canadian Culture Online Project in the amount of \$13,000 worth of Director time for coordination; \$2,000 worth of Clerk time for backgrounders completion; and \$8,750 worth of web design by the Senior Systems Analyst. Additionally, SNPL will make cash contribution to travel, in excess of the CCO travel expenditures, not to exceed \$1,590.

CARRIED.

Second Reading Waived.

SNPL#22 – 9/13/08

Moved by George Beaver and seconded by Ron Monture to send a letter on behalf of the Board accepting the resignation of Roger Jonathan.

CARRIED.

SNPL#23 – 9/13/08

Moved by George Beaver and seconded by Chris Martin to adjourn the meeting.

CARRIED.

Thursday, June 19, 2008

A Board meeting of the Six Nations Public Library was held on Thursday, June 19, 2008 at the Six Nations Public Library Board Room at 4:30 pm. Donald Lynch chaired the meeting.

SNPL#1 – 6/19/08

Moved by Ron Monture and seconded by Helen Hill to accept the agenda.

CARRIED.

SNPL#2 – 6/19/08

Moved by Helen Hill and seconded by Ron Monture to move the Finance Officer report to the top of the agenda.

CARRIED.

SNPL#3 – 6/19/08

REJECTED UNANIMOUSLY.

SNPL#4 – 6/19/08

CARRIED

SNPL#5 – 6/19/08

Moved by Helen Hill and seconded by Chris Martin to accept the Finance Officer's Report as Information.

CARRIED

SNPL#4 – 6/19/08

Moved by Michelle Bomberry and seconded by Ron Monture to accept the minutes of May 15, 2008 with noted changes.

CARRIED

SNPL#5 – 6/19/08

Moved by George Beaver and seconded by Ron Monture to accept the Hiring Committee Report of hiring Shala Williams and Ivy Logan for the summer student positions of Jr. Library Assistant to be paid in part by GREAT and topped to by SNPL.

CARRIED

SNPL#6 – 6/19/08

Moved by Michelle Bomberry and seconded by Helen Hill to accept the Building Committee Report as Information.

CARRIED

SNPL#7 – 6/19/08

Moved by Helen Hill and seconded by Chris Martin to have Ron Monture as Vice-Chair of the Board.

CARRIED

SNPL#8 – 6/19/08

Moved by Ron Monture and seconded by George Beaver to invite Leone Moses to the SNPL Board. Also to invite Dr. Susan Hill to the Board once the letter of intent is received. Both postings will begin for the September meeting.

CARRIED

SNPL#9 – 6/19/08

Moved by Michelle Bomberry and seconded by Ron Monture to accept the correspondence as Information.

CARRIED

SNPL#10 – 6/19/08

Moved by Helen Hill and seconded by George Beaver to accept the Chair's Report as Information.

CARRIED.

SNPL#11 – 6/19/08

Moved by Ron Monture and seconded by Michelle Bomberry to strike a committee for the planning and implementation of the 2008-09 annual 40th Anniversary events. This committee will include Michelle Bomberry, Helen Hill and Sabrina Saunders. The mandate of this committee is to plan, create materials, set events and make contacts for the 40th Anniversary events occurring throughout 2008-09.

CARRIED.

SNPL#12 – 6/19/08

Moved by George Beaver and seconded by Ron Monture to accept the Director's report as Information.

CARRIED.

SNPL#13 – 6/19/08

Moved by Chris Martin and seconded by Ron Monture to accept the new Six Nations Public Library Constitution.

CARRIED.

SNPL#14 – 6/19/08

Moved by Michelle Bomberry and seconded by Chris Martin to accept the New Policies as Presented.

For the Purposes of the Policy Manual the individual policies are listed as follows:
SNPL Preamble 6/19/08 Mission Statement

SNPL Preamble 6/19/08 Our Commitment to You
SNPL A18 6/19/08 Making of New Policies
SNPL A19 6/19/08 Recording of Minutes
SNPL A20 6/19/08 Bereavement Consideration by the Board
SNPL A21 6/19/08 Chairing of Meeting when both the Chair & Vice-Chair are Unavailable
SNPL A22 6/19/08 Codes of Conduct
SNPL A23 6/19/08 Lines of Authority
SNPL B2 6/19/08 Bank Signing Trustees
SNPL C16 6/19/08 School Hours Access by Minors
SNPL APP:I 6/19/08 Job Description-Trustee
SNPL APP:I 6/19/08 Job Description-Chair & Vice-Chair

CARRIED.

SNPL#15 – 6/19/08

Moved by Michelle Bomberry and seconded by Ron Monture to accept the Amended Policies as Presented.

For the Purposes of the Policy Manual the individual policies are listed as follows:

SNPL A4 6/19/08 Board Meetings
SNPL A6 6/19/08 Board Remuneration
SNPL A7 6/19/08 Chairperson of the Board
SNPL A8 6/19/08 Vice-Chairperson of the Board
SNPL A10 6/19/08 Order of Proceedings
SNPL A14 6/19/08 Motions
SNPL A15 6/19/08 Voting on Motions
SNPL B2 6/19/08 Bank Signing Trustees
SNPL B4 6/19/08 Reimbursement of Expenses
SNPL B5 6/19/08 Audit
SNPL C1 6/19/08 Hours of Operation
SNPL C2 6/19/08 Statutory Holidays
SNPL C10 6/19/08 Use of Personal Information
SNPL C17 6/19/08 Library Rental
Continued on next page
Continued from previous page
SNPL C19 6/19/08 Weeding Guidelines
SNPL C21 6/19/08 Storage & Care of Materials
SNPL D3 6/19/08 Criminal Records Checks
SNPL D9 6/19/08 Hours of Work
SNPL D11 6/19/08 Leaves and Requests
SNPL D123 6/19/08 Benefits Program
SNPL APP:K 6/19/08 Lines of Authority

CARRIED.

SNPL#16 – 6/19/08

Moved by Michelle Bomberry and seconded by George Beaver to submit the draft logo design for graphical design.

CARRIED.

SNPL#17 – 6/19/08

Moved by Michelle Bomberry and seconded by George Beaver to adjourn the meeting.

CARRIED.