



## SIX NATIONS PUBLIC LIBRARY, Est. 1966

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### 2014 BOARD MEETING RESOLUTIONS

January 15, February 19, March 19, April 16, May 21, June 18, July 16, September 17, October 15, November 19, 2014

JOINT SNPL & FSNPLF MEETINGS

February 23

IN-CAMERA MEETINGS—See In-Camera

PHONE OR E-MAIL POLLS

A Board Meeting of the Six Nations Public Library was held on **Wednesday, November 19, 2014** at the Six Nations Public Library Board Room at 5:15 pm. Donald Lynch chaired the meeting.

#### **SNPL#1 – 11-19-14**

Moved by Susan M Hill and seconded by Ron Monture to accept the agenda as amended. CARRIED

#### **SNPL#2 – 11-19-14**

Moved by Shirley Bomberry and seconded by Ron Monture to Accept the Minutes of October 15, 2014. CARRIED

#### **SNPL#3 – 11-19-14**

Moved by Marion MacDonald and seconded by Shirley Bomberry to accept the Motions of Consent as Information. CARRIED

#### **SNPL#4 – 11-19-14**

Moved by Susan M Hill and seconded by Ron Monture to accept the Finance Report as Information. CARRIED

#### **SNPL#5 – 11-19-14**

Moved by Marion MacDonald and seconded by Susan M Hill to accept the Business Arising from the Minutes as Information. CARRIED

#### **SNPL#6 – 11-19-14**

Moved by Susan M Hill and seconded by Shirley Bomberry to accept the retirement from the Board of Ron Monture after 30 years of service and to immediately activate his Trustee Emeritus. CARRIED

#### **SNPL#7 – 11-19-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the New Business as Information. CARRIED

#### **SNPL#8– 11-19-14**

Moved by Ron Monture and seconded by Shirley Bomberry to adjourn. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, October 15, 2014** at the Six Nations Public Library Board Room at 5:15 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 10-15-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the agenda as amended. CARRIED

**SNPL#2 – 10-15-14**

Moved by Helen Miller and seconded by Shirley Bomberry to Accept the Minutes of September 17, 2014.

CARRIED

**SNPL#3 – 10-15-14**

Moved by Ron Monture and seconded by Helen Miller to accept the Motions of Consent as Information. CARRIED

**SNPL#4 – 10-15-14**

Moved by Helen Miller and seconded by Marion MacDonald to accept the Finance Report as Information.  
CARRIED

**SNPL#5 – 10-15-14**

Moved by Ron Monture and seconded by Helen Miller to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#6 – 10-15-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the New Business as Information. CARRIED

**SNPL#7 – 10-15-14**

Moved by Marion MacDonald and seconded by Shirley Bomberry to adjourn. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, September 17, 2014** at the Six Nations Public Library Board Room at 5:15 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 9-17-14**

Moved by Susan M Hill and seconded by Shirley Bomberry to accept the agenda. CARRIED

**SNPL#2 – 9-17-14**

Moved by Shirley Bomberry and seconded by Ron Monture to Accept the Minutes of June 18, 2014.

CARRIED

**SNPL#3 – 9-17-14**

Moved by Ron Monture and seconded by Susan M. Hill to Accept the Minutes of July 16, 2014.

CARRIED

**SNPL#4 – 9-17-14**

Moved by Ron Monture and seconded by Helen Miller to accept the Motions of Consent as Information. CARRIED

**SNPL#5 – 9-17-14**

Moved by Shirley Bomberry and seconded by Helen Miller to accept the Finance Report as Information. CARRIED

**SNPL#6 – 9-17-14**

Moved by Susan M. Hill and seconded by Ron Monture to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#7 – 9-17-14**

Moved by Shirley Bomberry and seconded by Susan M. Hill to accept the New Business as Information. CARRIED

**SNPL#8 – 9-17-14**

Moved by Ron Monture and seconded by Helen Miller to adjourn. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, July 16, 2014** at the Saunders' Residence at 3:54 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 7-16-14**

Moved by Susan M. Hill and seconded by Shirley Bomberry to accept the agenda. CARRIED

**SNPL#2 – 7-16-14**

Moved by Marion MacDonald and seconded by Susan M. Hill to accept the Motions of Consent as Information. CARRIED

**SNPL#3 – 7-16-14**

Moved by Susan M. Hill and seconded by Ron Monture to accept the Proposed 2015-16 Budget as the working budget for 2015-16; and for the CEO to begin preparations for the new staff benefits package. CARRIED

**SNPL#4 – 7-16-14**

Moved by Susan M. Hill and seconded by Ron Monture for the CEO to present the 2015-16 estimates and contribution request of \$175,000 to Six Nations Council by their Fall Deadline. CARRIED

**SNPL#5 – 7-16-14**

Moved by Shirley Bomberry and seconded by Marion MacDonald to accept the Annual Survey as Information; and to have the CEO and Chair sign the Certification for the SNPL Records. CARRIED

**SNPL#6 – 7-16-14**

Moved by Ron Monture and seconded by Susan M. Hill to accept the 2014 Audited Financial Statements of the Six Nations Public Library as provided by MNP LLP. CARRIED.

**SNPL#7 – 7-16-14**

Moved by Susan M. Hill and seconded by Marion MacDonald to appoint MNP LLP as the 2015 Auditing firm for Six Nations Public Library. CARRIED.

**SNPL#8 – 7-16-14**

Moved by Marion MacDonald and seconded by Susan M. Hill to accept the Finance Report as Information. CARRIED

**SNPL#9 – 7-16-14**

Moved by Shirley Bomberry and seconded by Marion MacDonald to accept the Finance Report as Information. CARRIED

**SNPL#10 – 7-16-14**

Moved by Susan M. Hill and seconded by Shirley Bomberry to accept the Policy Amendments and New Policies as presented by the Policy Development and Review Committee; and to accept the reorganizing of the By-Law and Governance Sections.

- The list of New By-Law and Governance Statements includes:
  - GO1-BL Authority to Establish and manage a Public Library
  - GO2-BL Composition of the Board
  - GO3-BL Board Members, Number, and Term
  - GO4-BL Disqualification of Board Member

- GO5-BL Chair, Secretary, and treasurer
- GO6-BL Staff and the Chief Executive Officer
- GO7-BL Meetings of the Board
- GO8-BL Expenses
- GO9-BL Real Property
- GO10-BL Power and Responsibilities of the Board
- GO11-BL Pension and Sick leave
- GO12-BL Operational By-Laws
- GO13-BL Estimates and Approval of Estimates
- GO14-BL Debentures for Library Purposes
- GO15-BL Grant from Council
- GO16-BL Inspection of records
- GO17-BL Payments to Boards
- GO18-BL Provincial Powers Over Library
- GO19-BL Withholding Grant on a Default Board
- GO20-BL Dissolution and Assets of Dissolved Board
- The list of Amended Policies includes:
  - GO2-S1 Composition of the Board
  - GO3-S1 Members of the Board
  - GO7-S3 Quorum
  - GO10-S3 Financial Oversight
  - GO10-S5 Committees of the Board
  - GO16-S1 Public Access to Records
  - GO17-S1 Receipt of Funds by Board
  - GO19-S1 Consequence of Default Board Losses
  - EHS9 Holiday Wages
  - PS5 Patron Dissemination of Information
  - Appendix: Trustee Description
  - Appendix: Chair & Vice-Chair Description

CARRIED

**SNPL#11 – 7-16-14**

Moved by Ron Monture and seconded by Shirley Bomberry to accept the 2014 Annual Report as Amended. CARRIED

**SNPL#12 – 7-16-14**

Moved by Susan M. Hill and seconded by Marion MacDonald to accept the New Business as Information. CARRIED

**SNPL#13– 7-16-14**

Moved by Shirley Bomberry and seconded by Susan M. Hill to adjourn the meeting. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, June 18, 2014** at the Six Nations Public Library Board Room at 5:15 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 6-18-14**

Moved by Susan M Hill and seconded by Shirley Bomberry to accept the agenda. CARRIED

**SNPL#2 – 6-18-14**

Moved by Shirley Bomberry and seconded by Ron Monture to Accept the Minutes of May 21, 2014.

CARRIED

**SNPL#3 – 6-18-14**

Moved by Ron Monture and seconded by Susan M Hill to accept the Motions of Consent as Information. CARRIED

**SNPL#4 – 6-18-14**

Moved by Susan M. Hill and seconded by Shirley Bomberry to accept the Finance Report as Information.  
CARRIED

**SNPL#5 – 6-18-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#6 – 6-18-14**

Moved by Ron Monture and seconded by Shirley Bomberry to accept Susan M. Hill for a three year term of appointment to the Six Nations Public Library Board, effective June 2014. CARRIED

**SNPL#7 – 6-18-14**

Moved by Susan M. Hill and seconded by Shirley Bomberry to renew the Standing Committee of CEO Evaluation & Hiring Committee with Donald D. Lynch, Ron Monture, and Shirley Bomberry as committee members. CARRIED

**SNPL#8 – 6-18-14**

Moved by Ron Monture and seconded by Susan M. Hill to leave the Building & Infrastructure Committee vacant for 2014-15 and authorize the CEO to continue as the Chair of the Archives Committee and the Six Nations Public Library & Archives Repository project. She will report back to the Board monthly and seek approval on all major infrastructure decisions. CARRIED

**SNPL#9 – 6-18-14**

Moved by Ron Monture and seconded by Shirley Bomberry to renew the Standing Committee of Policy Development & Review Committee with Susan M. Hill and Shirley Bomberry as committee members. CARRIED

**SNPL#10 – 6-18-14**

Moved by Susan M. Hill and seconded by Shirley Bomberry to accept the New Business as Information. CARRIED

**SNPL#11 – 6-18-14**

As the agenda of the meeting has been concluded, the Chair declared the meeting adjourned.

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, May 21, 2014** at the Six Nations Public Library Board Room at 5:15 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 5-21-14**

Moved by Marion MacDonald and seconded by Shirley Bomberry to accept the agenda. CARRIED

**SNPL#2 – 4-16-14**

Moved by Ron Monture and seconded by Marion MacDonald to Accept the Minutes of April 16, 2014. CARRIED

**SNPL#3 – 4-16-14**

Moved by Ron Monture and seconded by Shirley Bomberry to accept the Motions of Consent as Information. CARRIED

**SNPL#4 – 4-16-14**

Moved by Ron Monture and seconded by Susan M. Hill to update the Terms of Reference for the Finance Committee: The committee shall be comprised of the CEO and all Signing Officers. Should no signing officers be members of the Board, the CEO with the Chair and another Trustee shall comprise this committee. If any of the Signing Officers are staff, the Committee has the power to direct their requested or required presence for committee meetings. This committee shall be responsible for meeting quarterly to review the financial state of the

Library and deliver a report to that end. The committee is also responsible for reviewing all budgetary changes and proposal contracts/MOU's. The committee should preview the annual proposed budget to expedite the review process by the Board at a duly scheduled meeting. CARRIED

**SNPL#5 – 4-16-14**

Moved by Ron Monture and seconded by Susan M. Hill that:

1. Six Nations Public Library will continue to do Banking with the Bank of Montreal;
2. Will maintain a Primary chequing account where Sabrina Saunders will prepare all cheques and financial statement and Lindsay Martin and Lacey Hill, with Donald D. Lynch as an alternate, will act as signing authority with 2 of the 3 signatures required;
3. Will close the Bingo chequing account, as it is no longer required by the Six Nations Gaming Commission, and have all funds moved to the primary account;
4. Will maintain a Fundraising/Capital chequing account where Sabrina Saunders will prepare all cheques and financial statement and Lindsay Martin and Lacey Hill, with Donald D. Lynch as an alternate, will act as signing authority with 2 of the 3 signatures required;
5. Lindsay Martin, Lacey Hill, and Donald D. Lynch will be listed as Officers of the Board (Finance Officers) and shall be included within all Directors and Officers insurance;
6. Sabrina Saunders has permission to request any information pertaining to the accounts from BMO to conduct financial management of the accounts and SNPL business;
7. These changes in banking procedures do not impact the Friends of the Six Nations Public Library Foundation as they are a separate and distinct organization from Six Nations Public Library.

CARRIED. Second Reading Waived

**SNPL#6 – 4-16-14**

Moved by Shirley Bomberry and seconded by Ron Monture to retroactively accept the auditing firm of MNP LLP, as previously presented at the April 2014 meeting and accepted as information in the April 2014 Consent Agenda, to conduct the May 5, 2014 audit of the 2013-14 financials.

**SNPL#7 – 4-16-14**

Moved by Susan M. Hill and seconded by Shirley Bomberry to accept the Finance Report as Information.

CARRIED

**SNPL#8 – 4-16-14**

Moved by Marion MacDonald and seconded by Susan M. Hill to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#9 – 4-16-14**

Moved by Susan M Hill and seconded by Marion MacDonald to accept the Friends of the SNPL Foundation's invitation to become an organizational member of the Foundation with a single vote at their Annual Members Meeting. CARRIED

**SNPL#10 – 4-16-14**

Moved by Susan M. Hill and seconded by Ron Monture that the Six Nations Public Library Annual Planning Meeting and Summer Board Meeting will be scheduled for July 16, 2014 with notice given to the Community through our regular web and Bulletin Board updates.

**SNPL#11 – 4-16-14**

Moved by Ron Monture and seconded by Marion MacDonald to accept the New Business as Information. CARRIED

**SNPL#8 – 4-16-14**

Moved by Marion MacDonald and seconded by Shirley Bomberry to adjourn the meeting. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, April 16, 2014** at the Six Nations Public Library Board Room at 5:26 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 4-16-14**

Moved by Susan M Hill and seconded by Ron Monture to accept the agenda. CARRIED

**SNPL#2 – 4-16-14**

Moved by Ron Monture and seconded by Shirley Bomberry to Accept the Minutes of March 19, 2014. CARRIED

**SNPL#3 – 4-16-14**

Moved by Shirley Bomberry and seconded by Susan M. Hill to accept the Motions of Consent as Information. CARRIED

**SNPL#4 – 4-16-14**

Moved by Susan M. Hill and seconded by Marion MacDonald to accept the Finance Report as Information. CARRIED

**SNPL#5 – 4-16-14**

Moved by Ron Monture and seconded by Shirley Bomberry to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#6 – 4-16-14**

Moved by Ron Monture and seconded by Shirley Bomberry to accept the proposed terms with Ricoh Canada for a 6 year new contract; and for the CEO to sign all contracts with Ricoh Canada. CARRIED

**SNPL#7 – 4-16-14**

Moved by Susan M Hill and seconded by Marion MacDonald to accept the New Business as Information. CARRIED

**SNPL#8 – 4-16-14**

Moved by Shirley Bomberry and seconded by Susan M Hill to adjourn the meeting. CARRIED  
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A Board Meeting of the Six Nations Public Library was held on **Wednesday, March 19, 2014** at the Six Nations Public Library Board Room at 5:32 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 3-19-14**

Moved by Helen Miller and seconded by Shirley Bomberry to accept the agenda as amended. CARRIED

**SNPL#2 – 3-19-14**

Moved by Ron Monture and seconded by Shirley Bomberry to Accept the Minutes of February 19, 2014 as amended. CARRIED

**SNPL#3 – 3-19-14**

Moved by Ron Monture and seconded by Shirley Bomberry to Accept the Minutes of February 23, 2014 as amended. CARRIED

**SNPL#4 – 3-19-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the Motions of Consent as Information. CARRIED

**SNPL#5 – 3-19-14**

Moved by Shirley Bomberry and seconded by Susan M. Hill that the Digitization Clerk position not be filled in 2014-15. Should funds become available, and the position can be funded, the current staff will be recalled. CARRIED. Second Reading Waived.

**SNPL#6 – 3-19-14**

Moved by Susan M Hill and seconded by Shirley Bomberry to accept the Finance Report as Information. CARRIED

**SNPL#7 – 3-19-14**

Moved by Ron Monture and seconded by Susan M. Hill to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#8 – 3-19-14**

Moved by Susan M. Hill and seconded by Helen Miller to accept the New Business as Information. CARRIED

**SNPL#9 – 3-19-14**

Moved by Shirley Bomberry and seconded by Susan M. Hill to adjourn the meeting. CARRIED

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A JOINT SPECIAL SESSION Board Meeting of the Six Nations Public Library and Friends of the SNPL Foundation was held on **Sunday, February 23, 2014** at the Six Nations Public Library Board Room at 1:00pm. Sabrina Saunders chaired the joint session meeting.

**SNPL#1 – 2-23-14**

Moved by Susan M Hill (SNPL) and seconded by Kim Logan (FSNPLF) to accept the brief agenda of the Joint Special Meeting of the Six Nations Public Library and Friends of the Six Nations Public Library Foundation Boards. CARRIED

**SNPL#2 – 2-23-14**

In order to qualify for the 2014 New Building Canada Fund, a Joint Resolution between the Six Nations Public Library Board and the Friends of the Six Nations Public Library Foundation Board is moved by Don Lynch (SNPL) and seconded by Kim Logan (FSNPLF) to investigate an abridged Library building project; and if Council funding is rejected, to move forward with a modified building project including the Library, Library archive, income spaces, and mechanically spaces. CARRIED. Second Reading Waived.

**SNPL#3 – 2-23-14**

A Joint Resolution between the Six Nations Public Library Board and the Friends of the Six Nations Public Library Foundation Board is moved by Susan M Hill and seconded by Shirley Bomberry that, in the event that the abridged Library project is unsuccessful in meeting the New Building Canada Fund deadlines or funding program, the Library will continue to seek funding for the larger comprehensive Six Nations Public Library and Archival Repository (SNPLAR) Building Project. CARRIED. Second Reading Waived.

**SNPL#4 – 2-23-14**

A Joint Resolution between the Six Nations Public Library Board and the Friends of the Six Nations Public Library Foundation Board is moved by Ron Monture (FSNPLF) and seconded by Shirley Bomberry (SNPL) to begin discussions and negotiations for the purchase of a 1.5 – 2 acre lot within or adjacent to the water/sewer serviced areas of Ohsweken as part of the investigation of an abridged Library building project option, should that be required. CARRIED. Second Reading Waived.

**SNPL#5 – 2-23-14**

A Joint Resolution between the Six Nations Public Library Board and the Friends of the Six Nations Public Library Foundation Board is moved by Marion MacDonald (SNPL) and seconded by Kim Logan (FSNPLF) to enter into a



Memorandum of Understanding (MOU) describing the joint use of between the SNPL and FSNPLF spaces. CARRIED.  
Second Reading Waived.

**SNPL#6 – 2-23-14**

Moved by Marion MacDonald (SNPL) and seconded by Ron Monture (FSNPLF) to adjourn the joint Session of the Six Nations Public Library and the Friends of the Six Nations Public Library Foundation Boards. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, February 19, 2014** at the Six Nations Public Library Board Room at 5:16 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 2-19-14**

Moved by Susan M Hill and seconded by Shirley Bomberry to accept the agenda as amended. CARRIED

**SNPL#2 – 2-19-14**

Moved by Ron Monture and seconded by Susan M Hill to Accept the Minutes of January 15, 2014 as amended. CARRIED

**SNPL#4 – 2-19-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the Motions of Consent as Information. CARRIED

**SNPL#5 – 2-19-14**

Moved by Susan M Hill and seconded by Shirley Bomberry to give Notice of Non-Renewal to all staff whose contracts expire on March 31, 2014. CARRIED. Second Reading Waived.

**SNPL#6 – 2-19-14**

Moved by Ron Monture and seconded by Susan M. Hill to accept the Finance Report as Information. CARRIED

**SNPL#7 – 2-19-14**

Moved by Ron Monture and seconded by Susan M. Hill to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#8 – 2-19-14**

Moved by Helen Miller and seconded by Susan M Hill to accept the New Business as Information. CARRIED

**SNPL#9 – 2-19-14**

Moved by Ron Monture and seconded by Helen Miller to adjourn the meeting. CARRIED

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A Board Meeting of the Six Nations Public Library was held on **Wednesday, January 15, 2014** at the Six Nations Public Library Board Room at 5:15 pm. Donald Lynch chaired the meeting.

**SNPL#1 – 1-15-14**

Moved by Marion MacDonald and seconded by Ron Monture to accept the agenda as amended. CARRIED

**SNPL#2 – 1-15-14**

Moved by Ron Monture and seconded by Shirley Bomberry to Accept the Minutes of November 20, 2013 as presented. CARRIED

**SNPL#3 – 1-15-14**

Moved by Shirley Bomberry and seconded by Marion MacDonald to Accept the In-Camera Minutes of December 6, 2013 as presented. CARRIED

**SNPL#4 – 1-15-14**

Moved by Ron Monture and seconded by Shirley Bomberry to accept the Motions of Consent as Information. CARRIED

**SNPL#5 – 1-15-14**

Moved by Marion MacDonald and seconded by Shirley Bomberry to accept the revision of the finance policy *GO#12: Financial Oversight*. CARRIED

**SNPL#6 – 1-15-14**

Moved by Ron Monture and seconded by Marion MacDonald to accept the Finance Report as Information. CARRIED

**SNPL#7 – 1-15-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the Business Arising from the Minutes as Information. CARRIED

**SNPL#8 – 1-15-14**

Moved by Shirley Bomberry and seconded by Ron Monture to accept the New Business as Information. CARRIED

**SNPL#9 – 1-15-14**

Moved by Marion MacDonald and seconded by Ron Monture to adjourn the meeting. CARRIED