

Agenda – Library Board Meeting

Monday, April 25, 2016 4:30-6:30pm (supper will be provided)

Location: Teck Coal Room

1. **Call to order**
2. **Adoption of the Agenda**
3. **Adoption of Minutes** – March 21st and April 4th
4. **Board training – tour of library and archives**
5. **Correspondence:**
 - a. Letter to GYPSD re contract
6. **Reports:**
 - a. Chairperson's Report
 - b. Treasurer's Report
 - c. Library Statistics
 - d. Manager's Report
 - e. Facility Report
7. **Old Business:**
 - a. Library and Archives Plans of Service – discussion and decision
 - b. Report of Library Act Compliance committee – discussion and decision for extra meeting date (May 9, 10, or 11)
8. **New Business:**
 - a. 2015 Audit - review
 - b. Party programs at the Library – discussion
 - c. Town of Hinton Policies - review and discussion
 - a. Sponsorship and Advertising Policy #104
 - b. Purchasing Policy #016
 - d. Town of Hinton forms review and discussion
 - a. Authorization form for conference, seminar, training attendance
 - b. Expenditure authorization
 - c. Performance Review
9. **FYI**
 - a. Town Council
 - b. Upcoming programming and event information
 - c. Important upcoming dates for Board members
10. **Other questions**
11. **What board members have read**
12. **Next meetings:**
 - a. **May 16th at 4:30pm (Regular Board Meeting)**
 - b. **May 17th at 4pm (presentation to Town Council)**
13. **Adjournment**