



Distribution of Board Material

Members of the Library Board are appointed to act as trustees on behalf of the general public to manage the resources of the public library. In carrying out this trust, the Board recognizes a responsibility to both the Municipal Councils, to which it is accountable, and the public to keep them informed of the business of the Board. Board-related material will be distributed beyond the trustees and senior Library staff.

BOARD AGENDAS

Sent in advance to:

- Local print and radio media
- CUPE Local 410
- President, Friends of the Library

Agendas are posted on the Library website and in all Library facilities. Copies are also available in the Administration Office during business hours. The Manager, Marketing and Communications maintains the list of media contacts.

LIST OF PROPOSED BOARD MOTIONS

Sent to:

- CUPE Local 410 representative

This list is also available in the Administration Office during business hours.

MINUTES OF REGULAR AND SPECIAL BOARD MEETINGS

After approval, mailed to:

- Member municipalities
- CUPE Local 410
- President, Friends of the Library
- The auditors

A complete set of Board minutes is available in the Administration Office for public review, and on the Library website.



CORRESPONDENCE

Sent to:

- CUPE Local 410

Correspondence is available in the Administration Office for pickup during business hours.

MONTHLY STAFF REPORTS

Sent to:

- CUPE Local 410
- President, Friends of the Library

The Reports are available in the Administration Office for pickup during business hours.

FINANCIAL STATEMENTS

Sent to:

- CUPE Local 410

The Statements are available in the Administration Office for pickup during business hours.

COMMITTEE REPORTS INCLUDING FINALIZED STAFF REPORTS

After approval, sent to:

- CUPE Local 410 representative

A complete set of Reports is maintained in the Administration Office for any interested members of the public.

IN-CAMERA MOTIONS AND MINUTES

Distributed to the Board, the CEO and any senior staff directly affected.

Approved by the Greater Victoria Public Library Board:	January 23, 1992
Reviewed by the Policy & Program Development Committee:	
Amended by the Greater Victoria Public Library Board:	December 14, 2004