

Gibsons & District Public Library

Annual Board Agenda

Monthly	The following is to be submitted to the Board Secretary in advance of meetings and distributed as part of the agenda package: <ul style="list-style-type: none">- Library Director's written report.- Reports or any other relevant documentation from the Chair, liaisons, and Committees.
January	Board and Library Director performance evaluation Library Director salary review Present budget to SCRD ("Round 1")
February	Identify Committee requirements for coming year Update Board Manual (Governance, Bylaws, etc.)
March	(Combined Annual General Meeting followed by Board Meeting) <u>Annual General Meeting</u> <ul style="list-style-type: none">- External financial review report <u>Board Meeting</u> <ul style="list-style-type: none">- Board orientation, board manual distribution/update- Election of Chair and Vice Chair- Appointment of accountant and signing authorities- Appoint liaisons and members of Committees
April	Progress Review of Annual Goals and Objectives
May	Joint meeting between Chairs of the Gibsons and District Library Board and the Sechelt Public Library Board
June	Information sharing session with Gibsons Library Foundation
July & August	(No Board meetings)
September	Incorporate potential Library Director salary increase as part of the annual budget Develop Board's Annual Goals and Objectives Every third year, develop or review Library's Strategic Plan
October	Review annual budget and five year financial plan Finalize budget (submit draft for "Round 0" pre-meeting) Appoint Nominations Committee Meet the Candidates meeting
November	Present budget to SCRD ("Round 0" Budget pre-meeting with SCRD)
December	Approve Board's Annual Goals and Objectives

Revised: October 14, 2015