LFPA Committee on the Code and Bylaws Meeting Notes
May 17, 2016

Present: Frances Devlin (standing committee member and liaison from LFPA exec), Heather MacBean (Chair of the Code and Bylaws Committee), and Mindy Babarskis (Secretary of the Code and Bylaws Committee)

- The meeting convened at 11:00 a.m. and the first order of business was the discussion and edit of the Committee Final Report:
  - We reviewed and edited the final report composed by Heather MacBean, Chair
  - We added information about the committee’s progress on the previous year’s committee recommendations:
    - Special Charges were completed
    - Providing updates to member roster of assemblies at a more frequent interval is being referred to next year’s committee
  - We added information about the potential charges for the future committee:
    - Providing updates to member roster of assemblies at a more frequent interval
    - Ensuring the Code is accessible to all members of the Assemblies on a library governance website maintained by the LFSA Executive Committee.
- The second order of business was selecting who would finish editing the final report:
  - Mindy Babarskis agreed to complete the editing process and send the draft to Heather MacBean and Frances Devlin for approval.

- The meeting adjourned at 11:30 a.m.

Respectfully Submitted
Mindy Babarskis, Secretary
May 17, 2016