



## Mendocino County Library Advisory Board

### NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Mendocino County Library Advisory Board (“LAB”) will hold its regular Board Meeting at:

**1:00 p.m. – Tuesday, January 16, 2024**  
**At the Laytonville Branch and Online**

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#### **Microsoft Teams meeting**

Join on your computer, mobile app or room device (Ctrl+Click to follow links)

[Click here to join the meeting](#)

Meeting ID: 246 140 880 971

Passcode: F4vXFN

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 469-208-1739,405540330#](#) United States, Dallas

Phone Conference ID: 405 540 330#

[Find a local number](#) | [Reset PIN](#)

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Agendas and attachments available at <https://www.mendolibrary.org/about/library-advisory-board/lab-agendas-and-minutes>

### **AGENDA**

1. Call to Order
2. Introductions and Welcome
3. Approval of the Agenda
4. Approval of the Minutes from the November 20, 2023 meeting
5. Public Expression

Note: The Library Advisory Board welcomes public and government participation at its meeting. Items can be added to the official agenda up to 72 hours in advance of the meeting date and time. For items not on the Agenda, comments within the jurisdiction of the Board shall be limited to three minutes per person so that everyone may be heard. No more than ten minutes will be devoted to any non-agenda subject. No official action on non-agenda items will be taken by the LAB at the meeting where presented. Individuals wishing to address the Board under Public Expression are welcome to do so throughout the meeting at the appropriate points in the approved Agenda.

6. Acting County Librarian’s report
7. Acting Director’s report
  - a. Division of Library and Museum
  - b. Teams meetings

- c. 2nd quarter budget report draft
- d. Facility project information
  - Multi-year plans
  - Projects for consideration in budget
  - Friends offers and responses
8. Willits and Laytonville Branch Librarian report – Denise Jessie
9. Measure O Capital Investments Ad Hoc Committee report
  - a. Equipment grant application for Coast Community progress
  - b. Ukiah basement staff area conversion
  - c. Feasibility report
10. Committee for outreach and collaboration with Friends of the Library groups report
11. Facility improvements/working groups report
12. Unfinished Business
  - a. LAB member bios, optional photo, few lines about why on LAB
  - b. By-law amendments Ad Hoc Committee
  - c. LAB Zoom Ad Hoc
  - d. Ukiah feasibility study Ad Hoc
  - e. Progress on hiring Library Director
13. New Business
  - a. Officer elections
  - b. 2024 calendar approval
    - January 16 - Laytonville branch (& Willits featured)
    - March 20 - Ukiah
    - May 15 - Round Valley
    - July 17 - Fort Bragg
    - September 18 - Coast Community
    - November 20 - Outreach, Bookmobile (at Ukiah branch)
  - c. Brown Act and Ethics Training
14. Next Meeting, March 20, 2024, in Ukiah
15. Announcements and Comments, Adjournments

Attachments:

LAB Meeting Minutes – November 15, 2023  
FY 23-24 2nd Quarter Report  
2016 Bylaws  
Draft Revised Bylaws

## 2016 BYLAWS OF THE MENDOCINO COUNTY ADVISORY BOARD

### **Purpose of Organization**

The Mendocino County Library Advisory Board, hereinafter referred to as the "Advisory Board" was established by the Mendocino County Board of Supervisors by Resolution No. 70-191. The Board of Supervisors adopted Resolution No. 06-138 on July 18, 2006 which amended and superseded Resolution No. 70-191. The Board of Supervisors adopted Resolution No. 15-118 on August 7, 2015 to further clarify their intent.

The Advisory Board shall act in an advisory capacity to the Board of Supervisors. The function of the Advisory Board is to make recommendations to the County Librarian and the Board of Supervisors regarding issues of County Library operations, policy, services, and programs for the County Library, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations, review of budget programs and recommendations, and all matters affecting public library service in Mendocino County. The Advisory Board seeks input from the public and will make time for public comment at its meetings.

### **Time and Place of Regular Meetings**

The Advisory Board shall set their annual calendar at their January meeting. Meetings will be held on the third Wednesday of the month at 1:00 PM. Meeting locations shall be set at the January meeting. Dates and locations of meetings shall be posted on the County Library website. A notice of Advisory Board meetings will be posted at the meeting venue at least seventy-two hours in advance of each meeting. These meetings shall be announced by email to Advisory Board members and parties that contact the Recording Secretary of the Advisory Board. Advisory Board members shall be reimbursed for mileage to and from a regular scheduled meeting upon request of the Advisory Board member, at an amount as determined by the Mendocino County Auditor Controller and pursuant to County travel policy. This charge shall be borne by the County Library budget.

### **Special Meetings**

Special meetings may be called with the approval of a majority of the Advisory Board or by the Chair. Notification of such special meetings shall

be made to Advisory Board members and to those media outlets and members of the public who have requested in writing, notice of such meetings, at least 24 hours before they occur.

### **Membership**

There are to be no more than nine voting members on the Advisory Board. The Advisory Board shall be composed of a) a resident nominated by each Supervisor from their respective supervisorial district and appointed by the Board of Supervisors to serve a four (4) year term concurrent with the term of the Supervisor who nominated them; b) a resident of each City appointed by their respective City Council to serve a two (2) year term; (c) one or more alternates nominated by each Supervisor and appointed by the Board of Supervisors or appointed by each City Council, except an alternate shall only vote in the absence of the regular member for whom they are an alternate; d) the County Librarian, who shall be an ex officio member of the Advisory Board but shall have no vote, nor be part of a quorum. The Board of Supervisors and City Council members are encouraged to attend Advisory Board meetings but shall have no votes. Members of the Advisory Board may continue to serve until a successor is appointed, unless that member has submitted their resignation.

### **Quorum**

A majority of the current voting membership shall constitute a quorum for the transaction of business. Each Advisory Board member shall have one vote. Only an action or decision, taken or made by a majority of members present at a meeting at which a quorum is present, shall be regarded as the action or decision of the Advisory Board. The Chair may adjourn meetings with less than a quorum. The Advisory Board shall be governed by the Brown Act and all applicable state laws.

### **Annual Report to the Board of Supervisors**

The Mendocino County Library Advisory Board shall submit an annual report to the Library Director by February 15th of each year. The Library Director shall submit the report to the Board of Supervisors on behalf of the Library Advisory Board.

### **Notification of Intent to be Absent**

A member who intends to be absent from a regular meeting shall so notify the Recording Secretary of the Advisory Board at least four hours prior to the meeting. If a member has missed 50% of meetings in one calendar

year, the Advisory Board may recommend that the appropriate Supervisor or City Council appoint a replacement.

### **Elections**

Election of the Chair, Vice Chair, and Recording Secretary shall be held at the regular January meeting or the next regularly scheduled meeting should a quorum not be present. Election of these officers shall be by a majority vote.

### **Chair**

The Advisory Board shall elect a Chair at its regular January meeting for a term of one year. The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold this office until a successor shall be elected, unless the Chair shall resign from the office or from the Advisory Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the LAB and to represent the LAB as occasion demands. The Chair shall have the power to appoint temporary or permanent committees as the need arises. The Chair, with input from the Recording Secretary, shall prepare agendas for the meetings of the Advisory Board. The Chair shall present a copy of the agenda to the Library Director's administrative assistant, who shall forward a copy to each member of the Advisory Board, the Board of Supervisors, Library staff and the Library website.

### **Vice Chair**

The Advisory Board shall elect a Vice Chair at its regular January meeting for a one-year term. The Vice Chair shall, in the absence of the Chair, or when a vacancy occurs in the office of the Chair, perform the duties of the Chair.

### **Recording Secretary of the Board**

The Advisory Board shall elect a Recording Secretary at its regular January meeting for a one-year term. It shall be the duty of the Recording Secretary to take minutes of the meetings, and prepare official communications of the Advisory Board, conferring as necessary with the Chair. The Recording Secretary shall preserve the official minute book. The Recording Secretary shall make available to the Advisory Board a draft version of the Action Minutes within five working days of the Advisory Board's meeting. Advisory Board members may make corrections or additions to the minutes and then vote for their approval by a majority vote

of the Advisory Board.

### **Changes to the Bylaws**

Revisions to the Bylaws may be proposed in writing by any member of the Advisory Board and be presented to the Advisory Board at any regularly scheduled or special meeting. Proposed revisions shall be discussed at that meeting and duly reflected in the minutes of that meeting. Each member of the Advisory Board shall receive a copy of the proposed Bylaw changes and related discussions, and any member who is not present at the meeting shall have opportunity to submit in writing to the Chair of the Advisory Board any comments. At the next regularly scheduled or special meeting, the Chair shall summarize the discussions of proposed Bylaw changes, including reading any writings received from absent Advisory Board members and the Chair will call for a vote for adoption or disavowal of any or all of the proposed revisions. After the revision of the Bylaws has been approved by the Advisory Board, the Chair shall give the revised Bylaws to the County Librarian who will present them to the Board of Supervisors for their approval.

The Bylaws will be reviewed and revised as necessary.

Ayes: 7  
Noes: 0  
Absent: 2

Whereupon, the Chair declared the Bylaws adopted, and SO ORDERED.

Date: May 18, 2016  
Komer

s/ Marc

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Marc Komer, Chair

Mendocino County Library Advisory Board

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Draft amendments to LAB bylaws of 2016—some wording has been eliminated and the parts to be added are in blue—and questions are also in blue

## 2024 DRAFT BYLAWS OF THE MENDOCINO COUNTY ADVISORY BOARD

### **Purpose of Organization**

The Mendocino County Library Advisory Board, (hereinafter “Advisory Board”) was established in 1970 by the Mendocino County Board of Supervisors by Resolution No. 70-191. The Board of Supervisors adopted Resolution No. 06-138 on July 18, 2006 which amended and superseded Resolution No. 70-191. The Board of Supervisors adopted Resolution No. 15-118 on August 7, 2015 to further clarify their intent.

The Advisory Board shall act in an advisory capacity to the Board of Supervisors. The function of the Advisory Board is to make recommendations to the County Library Director and the Board of Supervisors regarding issues of County Library operations, policy, services, and programs, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations, review of budget programs and recommendations, and all matters affecting public library service in Mendocino County. The passage of Measure O in November 2022, making permanent a one-quarter cent (0.25%) sales tax for library services with at least forty percent (40%) reserved for capital investments, requires the LAB to determine a fair and equitable distribution of funds to all areas of the county. Proceeds from this tax shall be allocated by the Board of Supervisors in consideration of recommendations of the Advisory Board.

The Advisory Board seeks input from the public and will make time for public comment at its meetings.

### **Time and Place of Regular Meetings**

The Advisory Board shall set their annual calendar at their January meeting. There will be at least six (6) meetings a year to be rotated between the individual library sites. Dates, times, and locations of meetings shall be posted by County Library staff on the County Library website. A notice of Advisory Board meetings will be posted at the meeting venue at least seventy-two hours in advance of each meeting. The meetings shall be announced by email or other means to Advisory



Board members, parties that contact the Secretary or Chair of the Advisory Board, [the Board of Supervisors, and Library staff](#). Advisory Board members shall be reimbursed for mileage to and from a regular scheduled meeting upon request of the Advisory Board member, at an amount as determined by the Mendocino County Auditor Controller and pursuant to County travel policy. This charge shall be borne by the County Library budget.

### **Special Meetings**

Special meetings may be called with the approval of a majority of the Advisory Board or by the Chair. Notification of such special meetings shall be made to Advisory Board members and [to those normally notified of Advisory Board meetings](#) at least 24 hours before they occur. The special meeting information shall be posted on the County Library website.

### **Membership**

There are to be no more than nine voting members of the Advisory Board. The Advisory Board shall be composed of a) a resident nominated by each Supervisor from their respective supervisorial district, [if possible](#), and appointed by the Board of Supervisors to serve a four (4) year term; b) a resident of each City appointed by their respective City Council to serve a two (2) year term; and [\(c\) the County Library Director](#), who shall be an ex officio member of the Advisory Board but shall have no vote, nor be part of a quorum. [The members of the Board of Supervisors and City Council members are encouraged to attend LAB meetings. No current Supervisor or City Council member shall be appointed to the Advisory Board.](#)

Members of the Advisory Board may continue to serve until a successor is appointed, unless that member has submitted their resignation. [The Advisory Board shall be governed by the Brown Act and all applicable State laws.](#)

### **Quorum**

A majority of the current voting membership shall constitute a quorum for the transaction of business. Each Advisory Board member shall have one vote. Only an action or decision, taken or made by a majority of members present at a meeting at which a quorum is present, shall be regarded as the action or decision of the Advisory Board. The Chair may adjourn meetings with less than a quorum. [An Advisory Board member attending a meeting electronically in an emergency situation shall be considered present and part of a quorum with the approval of the Advisory Board](#)

members attending in person. Electronic attendance shall be no more than twice in one calendar year.

### **Annual Report to the Board of Supervisors**

The Advisory Board shall submit an annual written report to the Board of Supervisors in November of each year, to be presented as an agenda item by Advisory Board members at a regular Supervisors meeting or in a joint meeting. The report shall include results of Advisory Board recommendations, budget issues and funding data analysis, and considerations for the following year.

### **Notification of Intent to be Absent**

A member who intends to be absent from a regular meeting shall so notify the Chair or Secretary of the Advisory Board at least four hours prior to the meeting. If a member has missed 50% of meetings in one calendar year, the Advisory Board may recommend that the appropriate Supervisor or City Council appoint a replacement.

### **Elections**

Election of the Chair, Vice Chair, and Secretary shall be held at the regular January meeting or the next regularly scheduled meeting should a quorum not be present. Election of these officers shall be by a majority vote.

### **Chair**

The Advisory Board shall elect a Chair from its members for a term of one year. The Chair shall take office upon election, and shall hold this office until a successor shall be elected, unless the Chair shall resign from the office or from the Advisory Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the Advisory Board and to represent the Advisory Board as occasion demands. The Chair shall have the power to appoint temporary or permanent committees as the need arises. The Chair, with input from the Secretary, shall prepare agendas for the meetings of the Advisory Board. The Chair shall present a copy of the agenda to the Library Director's administrative staff, who shall forward a copy with any supporting documents to each member of the Advisory Board, the Board of Supervisors, Library staff and the Library website. The Chair shall collaborate with the Secretary to prepare official communications.

### **Vice Chair**

The Advisory Board shall elect a Vice Chair for a one-year term. The Vice Chair shall, in the absence of the Chair, or when a vacancy occurs in the office of the Chair, perform the duties of the Chair.

### **Secretary**

The Advisory Board shall elect a Secretary for a one-year term. It shall be the duty of the Secretary to take minutes of the meetings and collaborate with the Chair to prepare official communications. County Library staff shall electronically preserve the official minutes on the County Library website. The Secretary shall make available to the Advisory Board a draft reminder of Actions decided on, who is responsible for them, and a timeline for the Action, within ten days of the meeting. Advisory Board members may make corrections or additions to the reminder to the Secretary within 10 days.

Draft complete minutes including Actions shall be made available within four weeks of the next Advisory Board meeting to the Chair and Vice Chair for review, and then sent to all Advisory Board members and the County Library Director within two weeks of the next meeting for review. The draft complete minutes with any changes shall then be sent to the County Library Director within one week of the upcoming Advisory Board meeting for inclusion in the electronic publication of all meeting materials.

### **Changes to the Bylaws**

An Advisory Board member may propose revisions to the Bylaws be an agenda item for discussion and revisions may then be submitted in writing by that Advisory Board member. An Advisory Board committee formed for that purpose shall report their recommendations at the next regularly scheduled or special meeting. Each Advisory Board member shall receive a copy of the proposed Bylaw changes and related discussions, and any member who is not present at the meeting shall have opportunity to submit any comments in writing to the Chair.

At the next regularly scheduled or special meeting, the Chair shall summarize the discussions of proposed Bylaw changes, including reading any written comments received from absent Advisory Board members. The Chair will call for a vote for adoption or disavowal of any or all of the proposed revisions. After the revision of the Bylaws has been approved by the Advisory Board, the Chair shall give the revised Bylaws to the County Library Director who will present them to the Board of Supervisors for their approval.

Question on terminology—is there to be a Library Director and a County Librarian, or...? with the current revision of the County Library Director position this is unclear at the moment.

Bylaw history question—were the 2016 Bylaws approved by the BOS? on the library website, Bylaws from before 2016 were published on the library website, tho now i don't find them, and the 2016 Bylaws are not there.

**FY 2023-24 2nd Quarter Projections - DRAFT**

<b>Budget Unit</b>	<b>Description</b>	<b>2023-24 Revised Budget</b>	<b>2023-24 2nd Quarter Actuals</b>	<b>Department Projections for 6/30/24</b>	<b>Difference</b>
6110	Library				
	1000 Series Estimates	3,175,585	1,518,336	3,036,672	138,913
	2000 Series Estimates	1,341,122	339,501	1,261,664	79,458
	3000 Series Estimates				-
	4000 Series Estimates				-
	5000 Series Estimates	494,080	-	494,080	-
	Revenue Estimates	(6,696,859)	(1,649,202)	(6,706,638)	9,779
	<b>Library Total</b>	<b>(1,686,072)</b>	<b>208,635</b>	<b>(1,914,222)</b>	<b>228,150</b>

Library Fund Balance \$2,517,168.11

Endowment Funds

2710-760844	Fort Bragg Principal	12,875.47
2710-760845	Fort Bragg Interest	22,000.68
2710-760846	Ukiah Principal	114,512.90
2710-760847	Ukiah Interest	72,686.42
2710-760856	Bookmobile Principal	4,290.44
2710-760857	Bookmobile Interest	3,767.33
2710-760858	Willits Principal	6,233.92
2710-760859	Willits Interest	2,742.78
2710-760870	Library/Hallam Principal	20,382.04
2710-760871	Library/Hallam Interest	1,555.76
	<b>Total</b>	<b>261,047.74</b>

### **Draft Minutes from 11-15-2023**

Attending: Carolyn Schneider, Lew Chichester, Michael Schaeffer, Olga O'Neill, Mellisa Hannum, Barb Chapman, Nayo Sicard, Carol Poma and Michele Savoy

Called to Order at 1:00 Rosie attending via zoom for 1<sup>st</sup> meeting.

Michael made the motion to that we accept the emergency request for Rosie to participate via zoom.

Rosie was welcomed as the new District 1 representative. Barb as the Acting Director, Mellisa Hannum as the Acting County Librarian. Annie Gould, Treasurer and Barbie Blake, President of the Ukiah FOL attended as guests.

Lew moved to approve the agenda, Carol seconded, Agenda was approved.

Michael moved to accept the minutes from the previous meeting, Carol seconded, minutes were approved.

Mellisa presented the County Librarian's report. See report. Branch manager meetings have started up again. Alexander Street, Pronunciator, highlighting author talks via zoom, American Heritage month for programming. Noting that the library will be closed for Thanksgiving on Thursday and Friday. Denise Jessie is the branch manager for Willits and Laytonville.

Barb gave her report. The BOS has an ad hoc committee for the Library Director position. The job description will be rewritten. Probably separating it from the Museum. Admin is working on grants, like the free lunches in the summer and free robots. The Ft. Bragg grant application is still active. Although it didn't receive funding this fall, it is still possible. 1<sup>st</sup> quarter, year-to-date projections still pending. Revenue is late coming in.

Nayo reported on the Bookmobile and library outreach (Outreach van). Participated with FEMA for outreach, story time, spring crafts, Earth Day seed library, seed kits and books. In May after school program and library cards, partnered with the bookmobile. Lunch at the Library with pop-up (don't need a library card) at Todd Grove, activities, the smoothie bike from June to August. Weekly food, take home books, reading and stem at the Rancheria, Health Fairs at the Round Valley Rancheria, Adventist Howard Hospital Healthy Child, and Pumpkin fest. Bookmobile story time, library by mail for home bound. Mail Book selections – see powerpoint.

Measure O Capital investments, the ad hoc committee met and recommended the approval of Measure O money for the Coast Community equipment (USDA Facilities grant) matching funds. See attachment. \$80,000 total estimated, matching funds \$40,000. Barb explained that we still need to have actual estimates. Then approved by the BOS. Michele made a motion to approve the USDA Facilities grant, Michael seconded, approved.

Barb requested approval for spending Measure O money to move Ukiah staff to the basement. Michael made motion to approve, Carolyn seconded approved.

Ukiah grounds beautification request (re-do the landscaping). Barb is going to ask County Counsel if the FOL can work on various things, like remove the ugly black post by the front door. Maybe GSA would let the FOL do something about it. (Overall project would include an irrigation system, landscape plan, new landscaping, a book drop and mural).

Committee working with Friends groups. Michele sent out a PDF of the brochure that the FOL just finished. Coast Community is doing end of the year letter. We hope to have it shared with other Friends group. Ukiah shared their by-laws with Ft. Bragg. Sharing By-laws for review (google docs folder)? Suggested a Friends Presidents collaboration meeting. Michele worked with Coast Community on their website. Ft. Bragg has a really nice website.

Ukiah Working Group report from Michele, they are working with Barb getting a letter from the city of Ukiah that it is OK to paint a mural on the building. As part of the MOU between the county, city and Friends of the Library. Michele and the FOL are working to do something with the post leftover from the pay phone outside the library. Michele is going to bring up the lack of handicap ramp by the handicap space (Ukiah).

Willits Working Group report from Olga, Willits library has a new tarp for this winter. Recommended that board members discuss with their BOS representative. Possible future comment at BOS meeting. RFP should be done by spring.

Discussion on raising funds for Ft. Bragg. Budget has been done. Action item: request the total amount to be approved by LAB, future funding and then request the BOS approve it. Show how incoming funds can be dedicated to fund the Library expansion.

Working group Covelo, Lew reported on looking to get recognition as the best small town library. Might need some help from Barb. Library parking needed to be upgraded, due to the type of paving. Covelo Friends got the paving company that was working on a county road to pave their parking spots. The FOL paid for a permit and the Paving company did it as a donation. Good example of how to work with County government.

LAB members Bios, as part of County website. Remember to submit to Carolyn.

By-Law committee report from Carolyn. Review and changes to existing By-law. Olga and Carolyn have reviewed. Discussion on type of minutes change to Action items minutes or brief synopsis. How long should the minutes be kept? How often should the LAB meet with the BOS?

Ukiah Feasibility Study Committee to help establish criteria. Michele, Lew and Rosie to head a draft document. Michele made motion, Rosie seconded, based on the Needs Assessment, approved.

Zoom capability was discussed could an ad hoc committee assess what each branch can do?

LAB Measure O Capital funding and expenditures, unknown due to budget.

Brown act and Ethic Training was discussed.

Next Meeting in January in Laytonville, Tuesday the 16<sup>th</sup>. 1:00 to 3:00

Adjourned at 3:00.

Action Item: Total amount for Ft. Bragg library to be brought to the LAB for approval.

Action Item: Feasibility Study Committee meeting.

Action Item: Olga and Carolyn will work on the By-laws.