



## 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. – Wednesday, May 15, 2024**

#### **MEETING LOCATIONS:**

Round Valley Branch, 23925 Howard St. Covelo, CA 95428

Online at Coast Community Branch, 225 Main St. Point Arena, CA 95468

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### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 235 182 589 507

Passcode: SFN4eE

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

**Or call in (audio only)**

[+1 469-208-1739,,476169307#](#) United States, Dallas

Phone Conference ID: 476 169 307#

[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. Approval of the Agenda
3. Approval of the Minutes from the March 20, 2024, meeting
4. 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 on the approved Agenda.

5. Acting County Librarian's report
6. Acting Director's report
  - a. Budgets update (this fiscal year and next fiscal year)
  - b. Grants update (EmPOWERing Access, Coast tech, Zip Books, Willits Roof and Solar, Lunch at the Library)
7. Round Valley Branch Librarian report – Josh Bennett
8. Friends Outreach Committee to reform with LAB members (If more than quorum required to follow Brown Act)
9. By-laws Ad Hoc report - approval of By-laws and Resolution updates
10. Unfinished Business:
  - a. LAB member bios, optional photo, few lines about why on LAB
11. New Business
  - a. Create an Ad hoc group with City Members and LAB council members for Ukiah Feasibility Study and the Ukiah City's involvement
  - b. Approval of recommendation to Board of Supervisors for capital investment purchases of Toshiba all-in-ones for Round Valley, Coast, and Willits branches in the amount of \$8,194 each for next fiscal year
  - c. Mendocino County Library Line Staff's work on a Library Classification Study
12. Next Meeting, July 17, 2024, in Fort Bragg
13. Announcements and Comments, Adjournments

#### Attachments

- LAB Minutes 3/20/2024
- 3<sup>rd</sup> quarter report
- Next FY operating budget
- Next FY capital investment budget
- EmPOWERing Access info flier
- Redline Resolution
- New Resolution
- Redline Bylaws
- Updated Bylaws



**Minute Meeting Notes  
3-20-24**

**Mendocino  
County Library  
Advisory Board**

Library Advisory Board Minutes

Finalized 3/30/2024

Present: Lew Chichester, Michael Schaeffer, Olga O'Neill - Vice Chair, Michele Savoy - Chair, Roseanne Wetzel – Recording Secretary Linda Thornquist Stumpf, Susan Sher, Larry Riddle. Staff Present: Barbra Chapman via internet – Acting Director, Mellisa Hannum – Acting County Librarian, Nayo Sicard, Lily Rojo, Melissa Eleftherion Carr

1. Called to Order at 1:02 PM

2. Introduced Fort Bragg City Representative, Linda Thornquist Stumpf, and Ukiah City Representative, Susan Sher.

3. Lew made a motion to approve the agenda, and Larry seconded. Agenda approved.

4. Rosie made a motion to approve the minutes from the January 16<sup>th</sup> 2024 meeting, and Olga seconded. Minutes approved.

5. Public Expression. No comments from the public.

Lew discussed his experience on other boards- and how the boards can help to navigate hire for longevity, and asked if the LAB is involved with hiring the director position? Olga & Michael commented that Lynn Zimmerman (previous Chair) was included. More conversation on this at 12D.

6. Acting County Librarian Mellisa Hannum: Lots of seed/gardening programming implemented & planned for the start of Spring. Continued focus across the libraries on teen programming to reach a difficult demographic within the library and discussed Chinese Lunar New Year programs and how successful they were.

Introduction to Board Members – as realized that was missed:

Michael – District 5, Lynda FB City, Melissa – Ukiah Branch Librarian, Lew – 3<sup>rd</sup> District, Larry – PA City, Olga – Willits City, Susan – Ukiah City, Mellisa – Acting County Librarian,



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Barb – Acting Director, Nayo Outreach & Tech Librarian, Michele – 2<sup>nd</sup> District, Roseanne – 1<sup>st</sup> District.

7. Acting Director's report: Created 6 month statistics report and strategic plan checklist for LAB as requested (attached) Working with County Auditor to A: see codes to see how expenses are spent among the Branches & for tracking expenses, and to B: create a separate fund with capital investments & will have a separate budget & code- that the library can use and will then allow Library staff to sign off before expenses are pulled out of the budget.

Working on getting a classification study set up – by next fiscal year.

Hotspot- dealing with both Verizon and BOS to approve.

Will have updates from the county re the Willits Branch renno early next month.

Coast Grant – USDA: will have updates in April, as there is currently a Federal Hiring Freeze.

Ukiah Feasibility – is in the budget for next year, so asking that it will be approved by BOS Michael complimented the statistics & strategic plan paperwork/presentation that Barb put together – and liked being able to see what hadn't been done yet and asked to get updates on those.

8. Ukiah Branch Librarian's report (see report): Updates to staff & now have 2 official (4 non-official) bilingual staff. Discussed programming successes & library partnerships in a breakdown of Children, Teen, Adult. Kids Farmers Market (over 30 yrs old) to partner with City of Ukiah and have permit to close part of Stanley Street for vendors to set up during Summertime Wednesday markets. Seed programming and new Urban Homesteading programming a large focus. Music and Poetry programs for all ages & last year started a destress with a therapy dog program for adults only.

9. Friends Outreach and Collaboration: Michele requested restarting the Outreach committee. Would work with all the FOL groups, go to meetings and find ways to collaborate support across the county libraries & FOL groups. Michele visited the Ukiah Rotary Club and gave a presentation on the Library, Friends of the Library and LAB. Michele provided a calendar of events for Ukiah Library (see attachments) showcasing all



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the events ongoing weekly and/or monthly. Also provided the FOL paperwork. Ukiah FOL partnering with Ukiah Players Theater to sponsor a night of a musical they are putting on. Ukiah FOL is also partnering with the Co-op to receive the June round-up cents funds.

**ACTION:** Friends Outreach Committee to be restarted next meeting. Certain amount of board members will vote to participate.

10. By-Laws: County Council sent back edits to Barb. Barb will work with Olga to go over final edits.

**ACTION:** Olga and Barb to go over final edits and present at next meeting.

11. Maintenance Repairs report to Coast Community Library: Larry discussed the 3 furnaces & funds spent, \$11K+ at this point. In 5 years, bldg will be 100 yrs old. Will be receiving 6 more stain glass window panels for the front of bldg- have 3 atm. ADA doors problematic. Lew mentioned Bell Hardware for purchasing supplies, & Susan mentioned Disability Rights org could also have an idea.

Discussed issues of older FOL members being the 2 facilitators for maintaining the bldg and how to get younger active FOL members? (Ties into Michele's request to have the Outreach Committee reformed)

Lew's advice to FOLS groups that do own maintenance on Library BLDGS: create a manual a maintenance & routine lists, & how many active hours you spend on maintenance, so FOL has a budget for what would spend if hiring someone to maintain facility. Larry mentioned they have this for Coast.

12. Michael asked if we could motion & approve 12.A.a&b at the same time, and Barb said yes:

12A a&b: Olga motioned for approval of this fiscal year and next fiscal year points, and Michael seconded. Fiscal requests for 12.A.a & b were unanimously approved:

Motions to recommend using Library capital investment funds for the following was passed with Olga

a. This Fiscal Year:



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1. Ukiah pony wall for electrical safety for Public Internet computers - approximately \$6,000

2. Willits Roof, Solar, & Battery backup - approximately \$250,000 (possibly overlapping into next Fiscal Year)

b. Next Fiscal Year

1. Ukiah feasibility study - approximately \$100,000

2. Ukiah new roof design phase in case the feasibility study indicates we move forward with that - \$80,000

3. Willits Redesign Project: design phase next fiscal year & project the following - \$50,000 design (total project cost \$550,000)

12B: Lab Member Bios/Pics

**ACTION:** LAB Members need to send Barb their bios/pics for the Library Advisory Board website: Michael Schaeffer, Linda Thornquist Stumpf, Susan Sher.

12C: LAB Roster

**ACTION:** Roseanne to send updated LAB Roster to LAB members.

12D: Hiring a Director: There is an Adhoc Committee created that has been meeting - BOS members Dan Gjerde and John Haschak on it, to meet with HR. Per Lew's request to have LAB take a more active role in hiring Director. LAB would like a criteria for judging the applicants.

**ACTION:** Michele to reach out to Dan & Olga to reach out to John.

13. New Business: Discussed Big Picture of getting the Ukiah Library on Ukiah City Council's radar for the plans for the Ukiah Downtown Area, and how the library can actively be a part of these plans. Barb mentioned Ukiah City owns the land & building that the Ukiah Library is currently on, and the County leases & maintains the building.

**ACTION:** Susan to mention this concern at the next City of Ukiah meeting. Michele to be on



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the City's agenda to lead a presentation on the Ukiah Library Feasibility Plan & Downtown Plan for 1<sup>st</sup> meeting in April.

14. Next Meeting- May 15<sup>th</sup>, 2024, Round Valley

15. Asked to be on agenda for next meeting:

- Friends' Outreach Committee reforming with LAB council members (reminder - need to remember to not have a quorum)
  - Ukiah Feasibility Study and the Ukiah City's involvement—create a Adhoc group with City members and LAB council members
  - Mendocino County Library Line Staff working on their own Library Classification Study
- Brown Act Quorum discussed- how many needed for a meeting.

Meeting adjourned at 2:25 PM

County of Mendocino  
 FY 23-24 Mid-Year Actuals Dept. EOY Projections

Budget Unit	Description	2023-24 Revised Budget	2023-24 3rd Quarter Actuals	Department Projections for 6/30/24	Difference
6110	Library				
	1000 Series Estimates	3,175,585	2,084,023	2,950,000	225,585
	2000 Series Estimates	1,351,003	561,510	1,521,798	(170,795)
	3000 Series Estimates				-
	4000 Series Estimates				-
	5000 Series Estimates	494,080	-	-	494,080
	Revenue Estimates	(6,706,740)	(2,971,516)	(6,467,404)	(239,336)
	<b>Library Total</b>	<b>(1,686,072)</b>	<b>(325,983)</b>	<b>(1,995,606)</b>	<b>309,534</b>



<b>Mendocino County Library</b>		
<b>Draft Budget FY 2024-2025</b>		
<b>Object</b>	<b>Account Name</b>	<b>TOTAL</b>
821500	SALES & USE TAX	-2,980,024
824100	INTEREST	-30,000
826370	LIBRARY SERVICES	-18,400
827600	OTHER SALES	-6,720
827707	DONATION	-6,050
827802	OPERATING TRANSFER IN	-2,009,647
	<b>TOTAL REVENUES</b>	<b>-5,050,841</b>
861011	REGULAR EMPLOYEES	2,205,774
861012	EXTRA HELP	40,000
861013	OVERTIME REG EMP	10,000
861021	CO CONT TO RETIREMENT	631,959
861022	CO CONT TO OASDI (Social Security)	136,755
861023	CO CONT TO OASDI-MEDIC (Medicare)	31,983
861024	CO CONT TO RET INCREMENT	152,711
861030	CO CONT TO EMPLOYEE INSURANCE	400,585
861031	CO CONT UNEMPLOYMENT INSURANCE	0
861035	CO CONT WORKERS COMPENSATION I	30,024
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>3,639,791</b>
862060	COMMUNICATIONS	41,902
862090	HOUSEHOLD EXPENSE	123,985
862101	INSURANCE-GENERAL	51,410
862120	MAINTENANCE-EQUIPMENT	22,000
862130	MAINT-STRC IMPR & GRN	83,000
862150	MEMBERSHIPS	2,000
862170	OFFICE EXPENSE	12,900
862185	MEDICAL & DENTAL SVCS	2,000
862187	EDUCATION & TRAINING	2,950
862189	PROFESSIONAL SERVICES	354,100
862190	PUBL & LEGAL NOTICE	1,500
862194	A-87 COSTS	367,432
862210	RNTS & LEASES BLD GRD	49,948
862227	SOFTWARE-LONG TERM	5,500
862228	SOFTWARE-SHORT TERM	102,181
862229	SOFTWARE-MAINTENANCE	4,000
862230	INFO TECH EQUIP	96,276
862239	SPEC DEPT EXP	200,000
862250	TRNSPRTATION & TRAVEL	20,900
862253	TRAVEL & TRSP OUT OF COUNTY	15,000
862260	UTILITIES	119,025
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,678,009</b>
	<b>TOTAL REVENUES</b>	<b>-5,050,841</b>
	<b>TOTAL EXPENDITURES</b>	<b>5,317,800</b>
	<b>TOTAL FUND USE/CONTRIBUTION</b>	<b>266,959</b>

<b>MENDOCINO COUNTY LIBRARY</b>	
<b>DRAFT BUDGET FY 2024-2025</b>	
<b>ACCOUNTS FOR:</b>	
<b>CAPITAL INVESTMENTS - LIBRARY</b>	
<b>821500 SALES &amp; USE TAX</b>	
821500 - SALES & USE TAX 40% of Measure O Revenue	-\$1,986,682.00
<b>825496 STATE LIBRARY GRANT</b>	
825496 - CILW1 STATE LIBRARY GRANT Building Forward grant for Willits Roof and Solar project	-\$247,040.00
<b>862189 PROF &amp; SPEC SVCS-OTHR</b>	
862189 - CILU1 PROF & SPEC SVCS-OTHR Ukiah Branch Feasibility Study	\$100,000.00
<b>864360 STRUCTURS &amp; IMPRVMENTS</b>	
864360 - CILU2 STRUCTURS & IMPRVMENTS Ukiah Roof Design if Feasibility Study Recommends	\$80,000.00
864360 - CILW1 STRUCTURS & IMPRVMENTS Willits Branch Roof and Solar Project	\$494,080.00
864360 - CILW2 STRUCTURS & IMPRVMENTS Willits Interior Refresh Design Phase	\$50,000.00
<b>864370 EQUIPMENT</b>	
864370 - CILC1 EQUIPMENT Coast Toshiba Copier	\$9,000.00
864370 - CILR1 EQUIPMENT Round Valley Toshiba copier	\$9,000.00
864370 - CILW3 EQUIPMENT Willits Toshiba Copier	\$9,000.00
<b>GRAND TOTAL</b>	<b>-\$1,482,642.00</b>



## The Pillar Booth ADA

An oasis. The Pillar Booth ADA is an individual workspace designed to add privacy to bustling environments without sacrificing comfort. With a height adjustable desk, The Pillar Booth provides a quiet, comfortable space for calls, meetings, and heads down focus.

Suitable for any type of floor plan, Pillar Booths are used in offices, universities, libraries, apartment buildings, warehouses, and beyond. Made in the USA with incredible attention to detail, audio engineering, and comfort, it is no surprise that Pillar Booth is the fastest growing phone booth brand.



## Pillar Booths are designed to be the industry-leader in sustainability, comfort, and durability.



### Sustainable

Sustainably designed with eco-friendly wood, removable acoustic panels and an occupancy sensor to conserve energy.



### Quick Assembly

The assembly of each Pillar Booth is minimal and takes less than an hour with two people using only an allen wrench.



### High Quality Materials

Made in the USA with a durable steel frame, shatterproof polycarbonate door, and UL listed lighting and electrical components.



### Code + Compliance

Pillar Booths align with building and local regulations without expensive modifications.



### Total Cost Of Ownership

Pillar Booths are built to last and offer features that allow the booth to adapt to any space without additional expense.



### Made In America

Assembled in Chicago, Pillar Booth works with local suppliers for access to specialty parts, sustainable materials, and related processes.

## Standard features



**01 Active Ventilation**  
Two fans work together to refresh the air in the booth once per minute, providing significantly better ventilation than other privacy booths.



**02 LED Lighting**  
Motion activated LED lights help to conserve energy and create a well-lit environment for video conferencing and focused work.



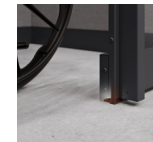
**03 Removeable Acoustic Panels**  
Removable and cleanable acoustic panels maximize sound absorption and acoustic performance.



**04 Power + Connectivity**  
USB A+C ports, outlets and an ethernet port ensure you can connect all your devices at one time.



**05 Fire Supression**  
Simply unscrew the sprinkler cap to install the sprinkler piping through a pre-drilled hole in the ceiling.



**06 Seismic Anchors**  
Anchor your booth to the floor with Pillar Booth's Tapcon screws which can easily be bolted to the ground.

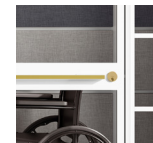
## Additional feature



**AV Kit**  
Seamlessly integrate a monitor or CPU into your booth for video conferencing.

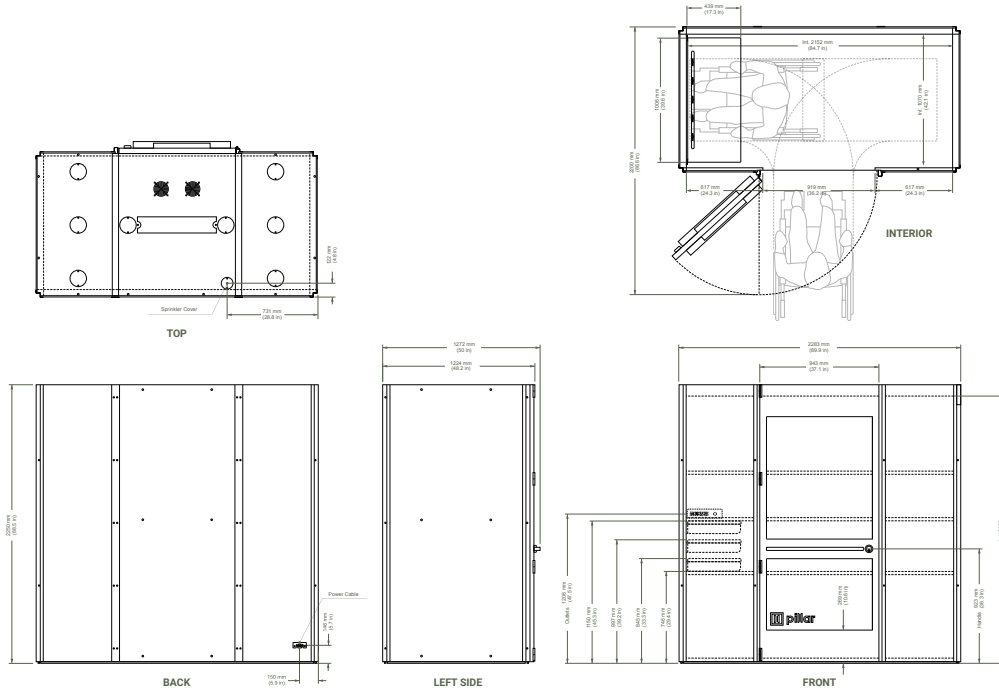


**07 Height Adjustable Desk**  
The desk can be set at three different heights, making it easy to work from a chair, a stool, or while standing.



**08 Magnetic Door Seal**  
The lockable polycarbonate and steel framed door keeps your conversation in and exterior noise out.

## Specifications



### Exterior

89.9" W x 48.2" D x 88.2" H  
89.9" W x 50" D x 88.2" H (with handle)  
86.6" D (with door open)

### Interior

84.7" W x 42.1" D x 85" H

### Weight

850 lbs

### Door

Solid steel frame door with .22" thick polycarbonate

### Desk

39 5/8" W x 17" D x 29-41" H

### Airflow

2 fans

### Power

2 outlets | 2 USB ports  
120v | 3 prong plug | 5.5 ft. length UL listed

### Lighting

Four 2.5" diameter puck lights  
468 Lumens lasting 50,000 hours

### Connectivity

Ethernet, CAT6e

### ADA Accessibility

ADA Standards Section 304.3.2  
(ADA T-Turn)

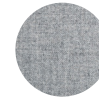
## Color + Fabric

### Standard colors



White

### Standard fabrics



Grey Mix



Flannel

### Warranty

Pillar Booths have a 3-year limited warranty covering defects in parts, materials, or the product as a whole. Read more about our warranty offerings here: [www.pillarbooth.com/pages/warranty](http://www.pillarbooth.com/pages/warranty)

# Fire Suppression Solution

## Standard:

- Pre-drilled holes to drop sprinkler
- Capped on the ceiling
- No construction needed

Unscrew cap on ceiling to expose hole for sprinkler



## Add-on:

- Self contained sprinkler unit
- Mounted on top of the booth, utilizing the standard pre-drilled sprinkler holes
- Connected to building fire alarm system



# Solar Charging Devices

GoSun Solar Panel 30\*\*

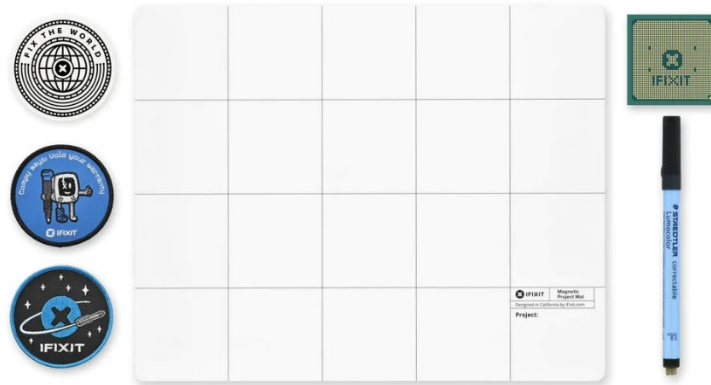


- The solar chargers will be provided to libraries to loan out to patrons to charge their electronic devices during outdoor activities, emergencies, or scheduled outages.
- Possible use case scenarios include to charge hearing aids, to check out for hiking/camping trips, and for any patron wanting to learn more about portable solar charging options.
- Libraries would add these devices to their circulating collections complimenting their existing collection of Library of Things.
- ***\*\*Exact make and model supplied may vary based on availability at time of group order.***



# iFixit Repair Tool Kits

<https://www.ifixit.com/products/pro-tech-bundle>



- With “right-to-repair” soon becoming law in California, libraries can provide access to repair kits as part of a public program and to demonstrate the value of DIY skill building.
- Repair kits can be utilized in Maker Spaces or checked out.
- Libraries must incorporate into a program or an event, such as a repair café, fix-it clinic by **June 15, 2024**.
- *Libraries must complete a survey describing the program: when, where, and how many times it was presented, and how many people attended.*

RESOLUTION NO. 24-\_\_\_\_\_

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS TO SUPERCEDE RESOLUTION ~~06-138~~ 15-118, AMENDING THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD AND PROVIDING FOR ITS MEMBERSHIP ~~—AND,~~ ORGANIZATION, AND DUTIES

WHEREAS, the Mendocino County Library program includes all the unincorporated areas of Mendocino County as well as the Cities of Fort Bragg, Point Arena, Willits and Ukiah; and

WHEREAS, it appears in the best interest of the Library system that a group of citizens be appointed to a Library Advisory Board to provide advice and consultation to the Mendocino County Board of Supervisors regarding operation of the County Library system; and-

WHEREAS, Measure O states that the Mendocino County Library Advisory Board shall determine a fair and equitable distribution of Measure O funds to all areas of the County, and proceeds from this tax shall be allocated by the Board of Supervisors acting in consideration of recommendations of the Mendocino County Library Advisory Board.

NOW, THEREFORE, BE IT RESOLVED by the Mendocino County Board of Supervisors that the Mendocino County Library 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 or if no resident in a Supervisor's district is willing to accept appointment, a Supervisor may nominate a resident from a different supervisorial district;~~ and
- b) A resident of each City appointed by their respective City Council to serve a two (2) year term; and
- ~~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; and~~
- c) The County Librarian, who shall be an ex-officio member of the Library Advisory Board.
- d) A member of the Library Advisory Board not wishing to serve another term may continue to serve until a successor is appointed; and
- d)e) A member whose term is completed and volunteers to serve another term must reapply and be appointed by the Board of Supervisors or City Council for another term.

BE IT FURTHER RESOLVED that the duties and responsibilities of the Mendocino County Library Advisory Board shall be to act in an advisory capacity to the Board of Supervisors, Chief Executive Officer and the County Librarian regarding Library operations and services, common needs of the Library System, recommendations, studies, and reviews of long range plans and programs for the Library, consideration of proposals or requests submitted by citizens or groups pertaining to the Library operations, review of budget programs and budget recommendations to the Chief Executive Officer and the Board of Supervisors; and-

BE IT FURTHER RESOLVED that the Mendocino County Library Advisory Board will

propose bylaws regarding its operations and procedures subject to the approval of the Board of Supervisors and; that the Mendocino County Library Advisory Board shall submit an annual written report to the Board of Supervisors in November each year to be presented at a regular Supervisors' meeting or in a joint meeting; and

~~BE IT FURTHER RESOLVED that the Mendocino County Library Advisory Board shall submit an annual activity report to the Board of Supervisors by February 15<sup>th</sup> of each year.~~

~~BE IT FURTHER RESOLVED that the term of appointments to the Mendocino County Library Board be for a four (4) year term for Board of Supervisors appointees and a two (2) year term for City Council appointees. Members of the board may continue to serve until a successor is appointed.~~

~~BE IT FURTHER RESOLVED that recently appointed members of the Library Advisory Board will continue to serve in their respective capacities.~~

BE IT FURTHER RESOLVED that members appointed to the Mendocino County Library Advisory Board shall be reimbursed for mileage to and from a regularly scheduled meeting, upon request of the Advisory Board member, at an amount determined by the Mendocino County Auditor Controller and pursuant to County travel policy. This charge shall be borne by the County Library budget.

~~BE IT FURTHER RESOLVED that copies of this resolution shall be forwarded to the City Council for each participating City as well as the County Librarian.~~

~~BE IT FURTHER RESOLVED that the Mendocino County Library Advisory Board will propose bylaws regarding its operations and procedures subject to the approval of the Board of Supervisors.~~

BE IT FURTHER RESOLVED that previous Resolution No. ~~15-118.06-138~~ is hereby superseded and that copies of this resolution shall be forwarded to the City Council for each participating City as well as the County Librarian.

The foregoing Resolution introduced by  
Supervisor \_\_\_\_\_, seconded by Supervisor  
\_\_\_\_\_, and carried this \_\_\_\_\_, 2024 by the  
following vote:

AYES:  
NOES:  
ABSENT:

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE  
Clerk of the Board

\_\_\_\_\_  
MAUREEN MULHEREN, Chair  
Mendocino County Board of Supervisors

\_\_\_\_\_  
Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

APPROVED AS TO FORM:  
JAMES R. ROSS  
Interim County Counsel

BY: DARCIE ANTLE

**RESOLUTION NO. 24-**

**RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS TO SUPERCEDE RESOLUTION 15-118, AMENDING THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD AND PROVIDING FOR ITS MEMBERSHIP, ORGANIZATION, AND DUTIES**

WHEREAS, the Mendocino County Library program includes all the unincorporated areas of Mendocino County as well as the Cities of Fort Bragg, Point Arena, Willits, and Ukiah; and

WHEREAS, it appears in the best interest of the Library system that a group of citizens be appointed to a Library Advisory Board to provide advice and consultation to the Mendocino County Board of Supervisors regarding operation of the County Library system; and

WHEREAS, Measure O states that the Mendocino County Library Advisory Board shall determine a fair and equitable distribution of Measure O funds to all areas of the County, and proceeds from this tax shall be allocated by the Board of Supervisors acting in consideration of recommendations of the Mendocino County Library Advisory Board.

NOW, THEREFORE, BE IT RESOLVED by the Mendocino County Board of Supervisors that the Mendocino County Library Advisory Board shall be composed of:

- a) A resident nominated by each Supervisor from their respective supervisorial district or neighboring district, if necessary, and appointed by the Board of Supervisors to serve a four (4) year term, or if no resident in a Supervisor's district is willing to accept appointment, a Supervisor may nominate a resident from a different supervisorial district; and
- b) A resident of each City appointed by their respective City Council to serve a two (2) year term; and
- c) The County Librarian, who shall be an ex-officio member of the Library Advisory Board; and
- d) A member of the Library Advisory Board not wishing to serve another term may continue to serve until a successor is appointed; and
- e) A member whose term is completed and volunteers to serve another term must reapply and be appointed by the Board of Supervisors or City Council for another term.

BE IT FURTHER RESOLVED that the duties and responsibilities of the Mendocino County Library Advisory Board shall be to act in an advisory capacity to the Board of Supervisors, Chief Executive Officer and the County Librarian regarding Library operations and services, consideration of proposals or requests submitted by citizens or groups pertaining to Library operations, review of budget programs and recommendations; and

BE IT FURTHER RESOLVED that the Mendocino County Library Advisory Board will propose bylaws regarding its operations and procedures subject to the approval of the Board of Supervisors and that the Mendocino County Library Advisory Board shall submit an annual written report to the Board of Supervisors in November each year to be presented at a regular Supervisors meeting or in a joint meeting; and

BE IT FURTHER RESOLVED that members appointed to the Mendocino County Library Advisory Board shall be reimbursed for mileage to and from a regularly scheduled meeting, upon request of the Advisory Board member at an amount determined by the Mendocino County Auditor Controller and pursuant to County travel policy. This charge shall be borne by the County Library budget; and

BE IT FURTHER RESOLVED that previous Resolution No. 15-118 is hereby superseded and that copies of this resolution shall be forwarded to the City Council for each participating City as well as the County Librarian.

The foregoing Resolution introduced by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, and carried this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:  
NOES:  
ABSENT:

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE  
Clerk of the Board

\_\_\_\_\_  
MAUREEN MULHEREN, Chair  
Mendocino County Board of Supervisors

\_\_\_\_\_  
Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

*APPROVED AS TO FORM:*  
JAMES R. ROSS  
Interim County Counsel

BY: DARCIE ANTLE  
Clerk of the Board

\_\_\_\_\_  
Deputy

## BYLAWS OF THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD

### **Purpose of Organization**

The Mendocino County Library Advisory Board, hereinafter referred to as the “Advisory Board,” was established in 1970 by the Mendocino County Board of Supervisors by Resolution No. 70-191. The Board of Supervisors has since adopted Resolutions amending and superseding this 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 with the most recently adopted being Resolution No. \_\_\_\_\_ adopted on \_\_\_\_\_.

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, review of budget programs and recommendations, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations and 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 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. The Advisory Board shall be governed by the Brown Act and all applicable State Laws.

### **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 on the County Library website. 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 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 and agendas shall be announced by email or other means to Advisory Board members, the Board of Supervisors, and other interested 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, the Board of Supervisors, and to other interested parties ~~those media outlets and members of the public who have requested, in writing, notice of such meetings,~~ at least 24 hours before they occur. The special meeting information will be posted on the County Library website.

### **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, or if no resident in a Supervisor's district is willing to accept appointment, a Supervisor may nominate a resident from a different supervisorial district ~~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; and 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; and~~ 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. d) A member of the Library Advisory Board not wishing to serve another term may continue to serve until a successor is appointed; and e) A member whose term is completed and volunteers to serve another term must reapply and be appointed by the Board of Supervisors or City Council for another term. The members of the Board of Supervisors and City Councilmembers 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. No~~ current Supervisor shall be appointed to the Advisory Board.

### **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 written report to the ~~Library Director Board of Supervisors in November~~ by February 15<sup>th</sup> 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 Library Director shall submit the report to the Board of Supervisors on behalf of the Library Advisory Board. 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 Recording~~ Secretary of the Advisory Board at least four hours prior to the time of 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 from its members 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 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 ~~Recording~~ Secretary and County Librarian, shall prepare agendas for the meetings of the Advisory Board.

### **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 Secretary will assist the Chair in the preparation of the agenda and shall collaborate with the Chair to prepare official communications. Library staff shall support the Secretary in all tasks requiring online information and communication.~~

~~It shall be the duty of the Secretary to take minutes of the meetings. The Secretary shall have the draft minutes proof-read by the Chair and Library administrative staff, and then make available to the Advisory Board within 14 days specifying Actions decided on, who is responsible for them, and a plan for the time frame. The complete draft minutes shall then be sent to the County Librarian within one week of the upcoming Advisory Board meeting for inclusion in the publication of all meeting materials. 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**

An Advisory Board member may propose revisions to the Bylaws as an agenda item to



form a committee and the committee shall report their recommendations as an agenda item at the next regularly scheduled or special meeting. If approved, the Bylaws will be presented to the Board of Supervisors for approval.

~~Revision 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 the 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:

Noes:

Absent:

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

Date:

Signature:

Michele Savoy, Chair

Mendocino County Library Advisory Board



## BYLAWS OF THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD

### **Purpose of Organization**

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The Advisory Board shall act in an advisory capacity to the Board of Supervisors to make recommendations to the County Librarian and the Board of Supervisors regarding issues of County Library operations, policy, services, and programs, review of budget programs and recommendations, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations and matters affecting public library service in Mendocino County.

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### **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, the Board of Supervisors, and to other interested parties 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, or neighboring district, if necessary, and appointed by the Board of Supervisors to serve a four (4) year term, or if no resident in a Supervisor's district is willing to accept appointment, a Supervisor may nominate a resident from a different supervisorial district; b) a resident of each City appointed by their respective City Council to serve a two (2) year term; and (c) 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. d) A member of the Library Advisory Board not wishing to serve another term may continue to serve until a successor is appointed; and e) A member whose term is completed and volunteers to serve another term must reapply and be appointed by the Board of Supervisors or City Council for another term. The members of the Board of Supervisors and City Councilmembers are encouraged to attend Advisory Board meetings. No current Supervisor shall be appointed to the Advisory Board.

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

The Mendocino County Library 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 time of 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 at its regular January meeting for a term of one year 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 and the County Librarian, shall prepare agendas for the meetings of the Advisory Board.

## **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. The Secretary will assist the Chair in the preparation of the agenda and shall collaborate with the Chair to prepare official communications. Library staff shall support the Secretary in all tasks requiring online information and communication.

It shall be the duty of the Secretary to take minutes of the meetings. The Secretary shall have the draft minutes proof-read by the Chair and Library administrative staff, and then make available to the Advisory Board within 14 days specifying Actions decided on, who is responsible for them, and a plan for the time frame. The complete draft minutes shall then be sent to the County Librarian within one week of the upcoming Advisory Board meeting for inclusion in the publication of all meeting materials.

## **Changes to the Bylaws**

An Advisory Board member may propose revisions to the Bylaws as an agenda item to form a committee and the committee shall report their recommendations as an agenda item at the next regularly scheduled or special meeting. If approved, the Bylaws will be presented to the Board of Supervisors for approval.

Ayes:

Noes:

Absent:

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Michele Savoy, Chair

Mendocino County Library Advisory Board