



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 to further clarify their intent with the most recently adopted being Resolution No. 24-090 adopted on June 4, 2024.

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.

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. 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 and agendas shall be announced by email or other means to Advisory Board members, the Board of Supervisors, and other interested parties. 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 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.

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.

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: 9
Noes: 0
Absent: 0

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

Date: 5/16/2024

Signature: Michele Savoy

Michele Savoy, Chair
Mendocino County Library Advisory Board