

BYLAWS OF THE SONOMA VALLEY LIBRARY ADVISORY BOARD (LAB)

Last Amended August 2020

PURPOSE OF ORGANIZATION

The Sonoma Valley Regional Library Advisory Board has been established by the Sonoma County Library Commission for a designated region of the County. The function of the Board is to make recommendations to the Commission and the Library Director on all matters affecting public library service in the region. The Advisory Board also serves as an advocate for the library before city and county governing bodies.

MEMBERSHIP

The Board shall consist of seven members who must be residents of the service area of the Sonoma Valley Regional Library. One additional member may be a Youth Member with full rights and privileges of Board membership. The Library Commission upon the recommendation of the area Commissioner shall appoint members. The Mayor or a City Council member designated by the Mayor shall be an ex-officio member of the Board, but will have no voting privileges.

LENGTH OF TERM

The length of the term is four (4) years. Please see addendum on page 4 explaining the vacancy filling and re-appointment process.

YOUTH MEMBER

The Youth member shall have full rights and privileges of Board membership. Youth membership shall be for a one-year term, commencing on July 1 through June 30 of the next year. The Youth member may be reappointed for a second year, with a total term not to exceed two years. The Youth member shall be appointed in the normal manner upon application of a person in grades 9 through 12.

TIME AND PLACE OF REGULAR MEETINGS

Beginning January 2019, the Board shall hold regular meetings during even-numbered months on the second Thursday at 4:00 p.m. These meetings shall be held at the Sonoma Valley Regional Library.

CHANGES IN TIME AND PLACE OF MEETINGS

A meeting may be changed as to time or location upon approval of a majority of members.

SPECIAL MEETINGS

Special meetings may be called by the Chair with the approval of a majority of members. Notification of such special meetings shall be made to each member, specifying the time and place of the special meeting.

ADJOURNMENT

The Board may adjourn any regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

QUORUM

A majority of voting members shall constitute a quorum for the transaction of business. Only an action or decision, done or made, by a majority of the members present at a meeting at which a quorum is present shall be regarded as the action or decision of the Board.

ABSENCE

A member who intends to be absent from a regular or special meeting shall so notify the Clerk of the Board at least four hours prior to the time of meeting. When a member is absent two consecutive meetings, the Chair may request the Commissioner to have that member removed from the Board.

CHAIR

The Board shall elect a Chair at its first regular meeting of the fall. The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold office until a successor shall be elected, unless he/she shall resign from the office or from the Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the Board and to represent the Board as occasion demands. The Chair shall have the power to appoint temporary or permanent committees as the need arises.

VICE-CHAIR

The Board shall elect a Vice-Chair at its first regular meeting of the fall. The Vice-Chair shall be chosen from among the members. The Vice-Chair shall take office upon election, and shall hold office until a successor shall be elected, unless he/she shall resign from the office or from the Board at an earlier date. The Vice-Chair shall, in the absence or disability of the Chair, or when a vacancy occurs in the office of Chair, perform the duties of the Chair.

SECRETARY

The Chair shall appoint a Secretary, who shall serve until he/she shall resign, be removed, or otherwise unable to serve, or a successor is appointed. If no one accepts the appointment, then each member of the Board, excluding the Chair, shall rotate this office. It shall be the duty of the secretary to take the minutes of the meetings of the Board, and to forward the same to the Clerk of the Board for duplication, distribution and preservation.

CLERK

The Director of the Sonoma County Library, or his or her deputy or designee, shall be the Clerk of the Library Advisory Board. It shall be the duty of the Clerk to prepare agendas for the meetings of the Board, conferring as necessary with the Chair. The Clerk shall present a copy of the agenda to each member of the Board and shall duplicate and distribute the minutes as necessary, and shall preserve the official minute book.

BYLAW AMENDMENTS

Bylaws may be amended at any time by a majority of the voting members present.

ADDENDUM

Added January 2018

Library Advisory Board

Vacancy Filling and Reinstatement Process

October 2017

1. When a vacancy occurs
 - a. Branch Manager obtains a letter of resignation (can be an email) from the LAB member and forwards it to the Assistant to the Commission
 - b. The Assistant to the Commission will see to the removal of the name from the website
 - c. The Branch Manager will advertise the opening via social media, press, etc.
2. Submission of Applications
 - a. Applicant submits completed application (found on the website) to the Branch Manager via hard copy or email.
 - b. The Branch Manager and their Commissioner reviews the submissions
 - c. The Library Commissioner interviews the candidates (Branch Manager may talk with the candidate).
 - d. If a candidate seems qualified to fill the position after the interview, their application is sent to the Assistant to the Library Commission
 - e. The Assistant to the Commission will submit the application and place approval, or not, on the next Commission meeting agenda
3. After Library Commission Approval
 - a. Assistant to the Library Commission notifies applicant of the Commission approval
 - b. Assistant to the Commission provides the new LAB member the following:
 - i. Welcome letter (can be e-mailed)
 - ii. Copy of the LAB Handbook
 - iii. Copy of the Joint Powers Authority

- iv. Copy of the LAB Bylaws
 - v. Copy of Brown Act Information
 - vi. List of LAB meeting dates and times
- c. Assistant to the Library Commission submits a Help Request to IT to add the LAB member to e-mail list
 - d. Assistant to the Commission posts the new LAB member's name on the LAB webpage list of members
 - e. Assistant to the Commission notifies the LAB Chairperson and informs LAB Chairperson to add introduction to the next meeting's agenda
4. Agenda postings and Minute posting on website
- a. Branch manager works with LAB Chairperson and posts upcoming agenda and posts minutes after approved by LAB
5. Reappointments of existing LAB members
- a. If a LAB member's term is about to expire, they must resubmit an application if they wish to continue to serve on the LAB
 - b. Reappointment is determined by the Library Commissioner
 - c. The Library Commissioner notifies the Assistant to the Library Commission