

# **BYLAWS OF THE SONOMA VALLEY LIBRARY ADVISORY BOARD (LAB)**

Last Amended April 2025

## **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 April 2025, the Board shall hold regular meetings on the second Thursday of every month 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 April 23, 2025

## Library Advisory Board Process

*updated 1.6.2025*

- I. Appointment of new LAB member
  - A. Applicant submits LAB application and resume to Branch Manager (LAB member cannot be a SCL employee)
  - B. Branch Manager and Library Commissioner review application and resume
  - C. Library Commissioner interviews potential candidate [Branch Manager may talk with the candidate]
  - D. Library Commissioner sends application and resume of qualified, recommended candidate to Commission Assistant
  - E. Library Commissioner provides brief bio to Commission Assistant for agenda item report
  - F. Commission Assistant adds appointment to next Library Commission meeting agenda and emails LAB application to all commissioners
  - G. Commission approves appointment of new LAB member
  - H. Commission Assistant sends welcome email to new LAB member (cc: Branch Manager, LAB Chair, and Commissioner):
    - i. Notification of Library Commission approval of appointment
    - ii. LAB meeting dates
    - iii. Contact information for LAB Chair and Library Commissioner
    - iv. PDF of LAB handbook (being updated)
    - v. PDF of JPA
    - vi. PDF of LAB by-laws
    - v. PDF of Brown Act information
    - vi. Brief history of the SCL system (<https://sonomalibrary.org/about/history>)
  - I. Commission Assistant updates roster, LAB email list, and LAB webpage
- II. Reappointment of existing LAB member
  - A. Not less than sixty days before LAB member's term expires, Commission Assistant notifies Library Commissioner
  - B. Library Commissioner determines whether LAB member will be reappointed

- C. If LAB member will be reappointed, LAB member submits LAB application and resume to Library Commissioner
  - D. Library Commissioner notifies Commission Assistant of proposed reappointment
  - E. Library Commissioner sends application and resume to the Commission Assistant
  - A. Library Commissioner provides brief bio to Commission Assistant for agenda item report
  - B. Commission Assistant adds reappointment to next Library Commission meeting agenda and emails LAB application to all commissioners
  - C. Commission approves reappointment
  - D. Commission Assistant notifies LAB member when reappointment approved by the Library Commission (cc: Branch Manager, LAB Chair, and Commissioner)
  - E. Commission Assistant updates roster and LAB webpage
- III. Resignation of existing LAB member / LAB member term expires and does not seek reappointment
- A. Branch Manager or Library Commissioner obtains letter/email of resignation from LAB member and forwards to Commission Assistant
  - B. When LAB member's term expires, and the LAB member does not seek reappointment, Branch Manager or Library Commissioner notifies Commission Assistant
  - C. Commission Assistant updates roster, LAB email list, and LAB webpage
- IV. Filling an unexpected LAB member vacancy – See Section I above.
- V. Agenda and Minutes postings on website
- A. Branch Manager works with LAB Chairperson to post upcoming agendas and approved LAB minutes
- VI. LAB presentations at Library Commission meetings
- A. LAB Chair notifies Commission Assistant with a desired date and estimated length of presentation
  - B. Commission Chair and Library Director try to schedule the presentation as close as possible to the desired date
  - C. Commission Assistant coordinates with LAB Chair regarding presentation materials; the presentation needs to be reviewed and approved at a regularly scheduled LAB meeting before being brought to the library commission meeting