



## **SOLANO COUNTY BOARD OF SUPERVISORS ADVISORY BOARD/COMMISSION REVIEW SHEET**

**Date:** October 17, 2018

**Name of Advisory Board:** Solano County Library Advisory Council

**Name of person completing review sheet:** Tamie Tvrdik

**Name and Department of County Contact/Staff assigned to Board:** Bonnie Katz

### **PURPOSE**

1. What is the purpose of the advisory board?

The Advisory Council serves in an advisory capacity regarding matters of library services provided by the County Library.

2. Does the board/commission have a mission statement? If so, please provide.

There is no mission statement.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

Please see attached. Approved by the Board of Supervisors on 2/10/2009.

4. Please reference how, why and when the board/commission was created.

The Solano County Library Advisory Council was established on July 16, 1968 by Minute Order of the Board of Supervisors to act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service.

### **MEETING SCHEDULE**

5. How often does the advisory board meet?

The Solano County Library Advisory Council meets six times a year.

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

The Advisory Council has not adopted a work plan. They deal with issues that are current service issues with the Library such as programs, budget, strategic planning, building issues, etc.

7. Please attach membership list and attendance records for October 2017 through September 2018 or since the last reporting period.

See attached attendance record for October 2017 through September 2018.

## **BROWN ACT REQUIREMENTS**

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered “no” to any of the questions below, please explain:

- A. Was a quorum present at each meeting?

Yes.

- B. Did each new member receive training and written guidelines on the Brown Act?

Yes, all have received written guidelines on the Brown Act. This year, two more members were able to attend the training offered by County Counsel in February 2018.

- C. Did existing members receive a review of the Brown Act?

Members have been advised of the online AB 1234 training and have taken as noted on the attendance record.

- D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies?

Yes.

## **OBJECTIVES AND ACCOMPLISHMENTS**

9. List primary goals and objectives from the last reporting period and note if they were met

Some of last year’s goals and objectives of the Council were to participate in the Strategic Plan process and receive the final presentation; receive an update on the Measure L Oversight Committee, discuss and approve the proposed budget and make a recommendation to the Board of Supervisors to approve it, continue to follow the progress of the Career Online High School program, discuss the Staff Innovation Grants and how they helped to move forward with the Library’s strategic directions, hear an update on the Literacy program.

10. List primary goals and objectives for the current reporting period.

At the March 18, 2018 meeting, the Council agreed on the following topics for the year:

- a. Solano County Library Foundation-receive a presentation in July about the Author’s Luncheon and update in September
- b. Makerspace-receive an update in September
- c. Friends of the Library
- d. Solano County Library Literacy Program-receive a presentation in May
- e. Suisun City Library Joint Use with Suisun City Elementary-receive an update in May on how this partnership is working
- f. Diversity Training 2.0-Cracking the Codes-receive a follow up
- g. Behavior Policy
- h. Staff Innovation Grants-invite staff to talk about their submissions

11. Briefly outline accomplishments for the current reporting period (October 2017 – September 2018), and how those accomplishments were shared with other agencies.
- The Council discussed the FY 2018-2019 proposed budget and made a recommendation to the Board of Supervisors to approve it.
  - The Council received an update on the Measure L Oversight Committee in November 2017 and in September 2018 participated in the annual meeting.
  - The Council received an update on the repurposing of the computer Center and the Vacaville Town Square library which has been completed this fall.
  - The Council received a presentation from Cherelyn Hunt, Literacy Program Manager, on the Diversity Training – Cracking the Codes. This training was provided to staff to educate them on the systemic inequities that exist and to provide them with tools when interacting with our customers and diverse community. Council member have been invited to attend.
  - The Council members discussed the facility use of the Suisun City Library and the Suisun Elementary School and learned about a pilot program to have every student throughout the Solano County Library system issued a student library card.
  - The Council received a presentation on the Makerspace Project at the JFK Library made possible from a \$10,000 grant from the CA State Library. The JFK Library was one of ten libraries in the state to be chosen for this pilot program. The Makerspace Project encourages STEAM (science, technology, engineering, arts and math) activities.
  - The Council continues to follow the process of the automated materials handling (AMH) which will allow the Library to move materials much more quickly through the system.

#### **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less.

**Solano County Library Advisory Council**  
**Attendance Record**  
**October 2017 through September 2018**

Committee Position	Member	Term	11/20/2017		01/22/18		3/19/2018		5/21/2018		7/16/2018		9/17/2018		Date of Last Brown Act Training	Date of Last Ethics Training	Received Copy of BOS Principles and Policies
District 1 Representative	Kathryn Clark Silveira	9/30/19	A		P		P		P		P		P		Mar-17		Yes
District 2 Representative	Stephanie Cobb	9/30/21	P		P		P		P		A		A				Yes
District 3 Representative	Dotty Schenk	9/30/19	P		P		P		P		P		P		Jan-06	Mar-12	Yes
District 4 Representative	Diane Barney	9/30/16	P		P		P		P		P		P		Nov-09	Jan-14	Yes
District 5 Representative	Ronald Heinrich	9/30/22	P		P		P		P		P		P		Nov-05	Oct-13	Yes
Fairfield City Representative	Neil Hall	2/28/19	A		P		P		A		P		A		Mar-17		Yes
Rio Vista City Representative	Kurt Overholt	9/30/15	P		P		P		P		P		P		Mar-12	Apr-14	Yes
Suisun City Representative	Gloria Felder	5/2020	P		P		P		P		A		P		Feb-18		Yes
VUSD/LDB Representative	Cassandra Patton	6/30/20	P		A		P		P		A		A		Feb-18		Yes
Vallejo City Representative	Maria Hernandez (applied Mar 2018)	3/27/22							P		P		A				Yes

Minutes sent to BOS			x		x		x		x		x		x	
Minutes sent to CAO			x		x		x		x		x		x	
Quorum (6 per Bylaws) Present			x		x		x		x		x		x	

Brown Act Training is only required to be taken once.

Ethics Training must be repeated every 2 years

Agenda Posting Locations:

FCC, SUI, COR Libraries and solanolibrary.com

P=Present

A=Absent

**BYLAWS OF THE**  
**SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

**ARTICLE I:           PURPOSE**

The Council shall act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service.

**ARTICLE II:           MEMBERS OF ADVISORY COUNCIL**

Section 1:    The Council shall consist of the following members: (a) five such members representing and residing within a different county supervisorial district, to be appointed by the supervisor representing such district, plus (b) a number of members equal to the number of cities or other public agencies within Solano County operating a public library, and which are a part of the Solano County Library system, each such member representing and residing within the boundaries, and to be appointed by the governing body of each such city or public agency.

Section 2:    Each Council member is appointed for a term, determined by the appointing body.

Section 3:    A Council member whose term has expired may serve until a replacement has been appointed.

Section 4:    Unexplained absence of members for **two** (2) consecutive meetings of the Council shall be considered as an expression of lack of interest in this program. The Chair of the Council may then request that a new appointment be made to represent this area.

Section 5:    Members of the Library Advisory Council shall serve without compensation.

Section 6:    Vacancies in the office of a member shall be filled for the unexpired term by the appointing body.

### **ARTICLE III: MEETINGS**

Section 1: Regular meetings of the Library Advisory Council shall be held on the third Monday of every other month at 6:30 p.m. in a designated area of a Solano County Library branch.

Section 2: Exceptions to the regular meeting time and place may be made by appropriate motion or resolution.

Section 3: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act, Government Code 354.

Section 4: Seventy-two (72) hours notice shall be given for all regular meetings.

Section 5: Special meetings may be called by the Chair or a majority of the members of the Council or the Director of Library Services, providing that notice has been given to all Council members and others as noted in Article V, Section 7 (2) and the news media at least twenty-four (24) hours in advance of the special meeting.

Section 6: A quorum shall consist of a majority of the filled seats on the Council.

Section 7: The annual meeting shall be held at the time of the first regular meeting after the first of October each year.

### **ARTICLE IV: CONDUCT OF BUSINESS**

Section 1: No business shall be transacted at any meeting of the Library Advisory Council other than those matters named in the publicly posted agenda. (See Article IV, Section 4.

Section 2: All meetings shall be conducted under Robert's Rules of Order, unless in violation of applicable codes.

Section 3: All meetings of the Library Advisory Council shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in the Vice-Chair's absence, by a Council member designated for that purpose by the Chair or Vice-Chair.

Section 4: The order of business at the regular meetings shall be as follows:

- (1) Call to order
- (2) Roll call and establishment of quorum
- (3) Introductions
- (4) Approval of minutes of prior meeting
- (5) Approval of agenda
- (6) Public comment\*
- (7) Correspondence
- (8) Report from Solano County Director of Library Services
- (9) Old business
- (10) New business
- (11) Announcements/Member reports
- (12) Date of next meeting
- (13) Adjournment

\*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.

Section 5: An affirmative vote of the majority of all members of the Council present (quorum) at the time shall be necessary to approve any action before the Council. The Chair or any member of the council may call for a roll call vote or qualified ballot vote. Unless such vote is called for, action may be taken by voice vote.

Section 6: The Chair shall vote on all matters and shall have equal privileges as a member including the right to surrender the chair for purpose of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Advisory Council.

## **ARTICLE V: OFFICERS AND ELECTIONS**

Section 1: The elected officers of the council are the Chair who will chair all meetings, and the Vice-Chair who will preside in the Chair's absence. The Solano County Director of Library Services will serve as Secretary.

Section 2: Election of the Chair and Vice-Chair shall be held at the annual meeting.

Section 3: The Chair and Vice-Chair of the Library Advisory Council can hold office for not more than two consecutive one-year terms.

Section 4: In the event that the office of Chair becomes vacant prior to any annual meeting, an election to fill such vacancy for the unexpired term shall be held at the next meeting at which a quorum is present.

## Section 5:

(1) The Chair shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair may appoint committees of one or more members each or representatives, delegates or spokespersons for such specific purposes as the council may require or recommend. The committee or individuals thus appointed shall be considered to be discharged upon the completion of its purpose and after the final report is made.

(2) The Vice-Chair shall act as Chair in the latter's absence.

## Section 6:

(1) The Secretary in conjunction with the Chair shall prepare an agenda for each meeting, posting it in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.

(2) Copies of the agenda shall be sent to each library branch to post, and the City Editor of each of the major newspapers currently publishing in Solano County. The agenda and the minutes of the previous meeting with pertinent information shall be sent to all members of the Library Advisory Council, the Director of Library Services and the Librarian's Council, the County Administrator, the California State Library Consultant, the Vacaville Library Commission, the Vallejo Library Board, and each library branch manager to be made available to all library staff.

(3) The Secretary of the Library Advisory Council shall keep a true and accurate record of all proceedings and actions of the Council including those members present and absent. These minutes shall be approved at the next following meeting. The public reading of the minutes may be dispensed with and the minutes approved as published and presented.

(4) The Secretary shall notify the appointing body of any vacancies on the Council.



## **ARTICLE VI:                    AMENDMENT TO BYLAWS**

Section 1:    These bylaws may be recommended for amendment by presenting the proposed amendment(s) as an agenda item for full discussion and vote at a regular meeting and including this discussion in the minutes.

Section 2:    After the recommended change has been approved by the Council, such change will be presented to the Board of Supervisors at a regular meeting for their approval.

Revised: September 8, 2000

Amendment #1- November 15, 1990

Article II, Section 3, was amended to read: A council member whose term has expired *may* serve until a replacement has been appointed.

Amendment #2- July 19, 1993

Article III, Section 1, was amended to read: Regular meetings of the Library Advisory Council shall be held on the third *Monday* of every other month at 7:00 p.m. in a designated area of a Solano County Library branch.

Amendment #3- July 17, 2000

Article IV, Section 4, was amended to change the order of business to add Public comment and Announcements/Member reports.

Amendment #4 – July 17, 2006

Article III, Section 1, was amended to change the meeting time to 6:30 pm.

Amendment #5 – February 10, 2009

Article VI, Sections 1 and 2 were amended to reflect Bylaw changes must be approved by the Board of Supervisors.