

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Library Advisory Bylaws

REQUESTED ACTION: Approve the Library Advisory Bylaws

Work Session (Report Only) **DATE OF MEETING:** 2/22/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: N/A
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:
The BOCC approved the re-authorization resolution and appointments at their 2/8/11 meeting. Attached are the bylaws that provide more functional details for the library advisory board and alignment with the re-authorization resolution.

Bylaws of the Library Advisory Board Sumter County, Florida

Purpose

The Library Advisory Board (LAB) will formulate recommendations of improved customer service for the countywide library system and future countywide library capital improvement projects to the Library Services Manager and the Sumter County Board of County Commissioners (BOCC).

Conflict of Interest

No voting or alternate member of the LAB will have any direct pecuniary interest in a contract with the Sumter County Library System (SCLS), nor furnish directly any labor, equipment, or supplies to the System.

Meetings

The LAB shall meet on the fourth Thursday during the months of September, January, March and May, and on the third Thursday in November. Meetings are held at The Villages Sumter County Service Center at 10:00 a.m. All LAB meetings shall be held in compliance with Florida's open meetings law.

Quorum

The LAB is a five member board comprised of five voting members, two alternate voting members, and one ex-officio member. The minimum quorum shall be comprised of three voting members (the alternate voting member(s) shall serve in the absent voting member(s) seat).

Attendance

Attendance of voting and alternate members is required as a component of the appointment made by the BOCC and therefore attendance within a calendar year must be eighty percent (80%) or greater otherwise a recommendation to the BOCC for replacement of the voting or alternate member will be made by the ex-officio member or his designee.

Voting

A simple majority of the members comprising a quorum as defined above shall approve or deny recommendations of improved customer service for the SCLS and future SCLS capital improvement projects to be forwarded to the BOCC for consideration. The ex-officio member or his designee does not vote but can provide input in during the LAB meeting at any time.

Officers of the LAB

A Chairman and Vice Chairman shall be selected by and from the voting members of the LAB on an annual basis starting in March 2011. The Chairman shall set the agenda and preside at the meetings. The Vice Chairman shall preside at meetings in the absence of the Chairman.

LAB Duties

- Make recommendations to the Library Services Manager with the formulation and implementation of the SCLS Long-Range Plan and Annual Plan of Service.
- Ad hoc committees for the study of specific problems shall be appointed by the Chairperson, with the approval of the LAB, to serve until the work for which they were appointed is done.
- Review the customer surveys of the SCLS at each meeting
- Advocate the use of the SCLS

Posting of Meeting Notices

LAB meeting shall be posted (advertised) in the Villages Daily Sun. Announcement of each meeting shall also be posted on the Sumter County BOCC website.

Relationship to the Library Services Manager

The Library Services Manager is asked to provide the LAB with resource materials, properly posting of meeting notices and ensure minutes are taken on all actions voted on by the LAB.

Amendments

These by-laws may be recommended for altering, amending, repealing, or adding to by an affirmative vote consisting of no less than a quorum of LAB members and transmitted to the BOCC for their consideration.