



## Agenda Item Summary

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**File ID:** 21-1008

**B&C-2**

**Meeting Date:** 9/14/2021

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**PLACEMENT:** Board and Committee Appointments

**TITLE:**

**LIBRARY BOARD OF TRUSTEES APPOINTMENT**

**EXECUTIVE SUMMARY:**

After solicitation of applicants, the Board is asked to make the necessary appointment to the Library Board of Trustees.

**DEPARTMENT:** Administration

**PREPARED BY:** **Name:** Donna Gordon

**Title:** Executive Aide

**REQUESTED BY:** Staff Liaison - Jennifer Salas, Library Director

**PRESET:**

**PROCEDURES:** None

**BACKGROUND/RELATED STRATEGIC GOAL:**

The Library Board of Trustees shall have the following duties, functions, and responsibilities: to serve in an advisory capacity to the Board of County Commissioners and the County Administrator through the Library Director as follows:

- Should the Library Director position become vacant, the County Administrator will provide the Trustees with the top three candidates being considered, the County Administrator will solicit comments from the Trustees and discuss possible rankings of the candidates prior to making a final determination. The final decision will be the responsibility of the County Administrator with confirmation by the Board of County Commissioners;
- Develop library policy with the advice and counsel of the Library Director, especially concerning library hours, book selection, use of meeting rooms, etc.;
- Make continuing studies of all existing and future needs of the County in respect to public facilities and services;
- Review the financial position of the library system and make reports and submit recommendations regarding sound and feasible budgeting financing;
- Keep constantly aware of public library standards, trends, regulations, and legislation;
- Formulate or recommend actions to raise the quality of service and utilization of financial assistance from State, national, and other sources.

The Library Board of Trustees shall consist of nine members who are residents of the County, appointed at large by the Board of County Commissioners for three years each (after initial appointment). They shall not be public office holders, nor shall they be employed in the County library, nor be related to a library employee. Members may be reappointed upon completion of a full three-year term, in addition to serving the balance of an unexpired term appointment. Members shall be required to attend two-thirds of the regularly scheduled meetings in any 12-month period or they shall be dropped from membership.

The Library Board of Trustees meets on the third Wednesday of each month at 4:00 PM at the Blake Library or various libraries throughout the County. Their agendas are published to the County's web site in a timely manner.

The Library Staff advised Kait Neese Mason that due to her lack of meeting attendance, she is removed as a member of the Library Board of Trustees. Code (Section 107.32): "Members shall be required to attend two-thirds of the regularly scheduled meetings in any 12-month period or they shall be dropped from membership."

An Information Release soliciting applicants was emailed via Constant Contact to the Outreach Martin and Local Media email lists which includes local Chambers of Commerce, local businesses, and citizens (well over 2,600 recipients). The Information Release was also posted to the County's web page under News.

The Administration Staff will advise all the applicants of the Commission's decision which will include Sunshine Law information to the appointed individual.

### **ISSUES:**

The Board is asked to appoint **one** individual to the Library Board of Trustees for a term to begin September 14, 2021 and end September 30, 2022. **A voting sheet attached.**

Linda C. Gardner  
Emily Peters  
Kathleen Taylor

Sam Hay  
Michele Reilly  
Lynn Thomas

Wayne S. Maxson  
Linda Sheldon  
Corey Weiner

### **LEGAL SUFFICIENCY REVIEW:**

To the extent this item contains legal issues, it has been reviewed for legal sufficiency; however, it is primarily a matter of Board policy.

### **RECOMMENDED ACTION:**

#### **RECOMMENDATION**

- A. Move that the Board appoint one individual to the Library Board of Trustees for a term to begin September 14, 2021 and end September 30, 2022.
- B. Move that the Board authorize the Chair to sign the Resolution of Appointment.

#### **ALTERNATIVE RECOMMENDATIONS**

Direct staff accordingly.

**FISCAL IMPACT:**

**RECOMMENDATION**

None

**ALTERNATIVE RECOMMENDATIONS**

None

**DOCUMENT(S) REQUIRING ACTION:**

- ☐ Budget Transfer / Amendment   ☐ Chair Letter   ☐ Contract / Agreement  
☐ Grant / Application   ☐ Notice   ☐ Ordinance   ☒ Resolution  
☐ Other:

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