

DEPARTMENTAL POLICY

To: All Library Staff **From:** Jennifer Salas, Library Director
Subject: Citizen Groups – Library Board of Trustees and Committees
Effective Date: 08/17/2022 **Revised by:** Richard Reilly, Deputy Library Director

PURPOSE

The purpose of this policy is to describe the role of the library boards and establish guidelines for their operation in accordance with Chapters 119 and 286 of the Florida Statutes and Chapter 107 Article 2 of the Martin County Code of Ordinances.

POLICY

The Martin County Library System shall have citizen boards and committees to, “claim the benefit of accurate, comprehensive information, advice and counsel concerning all matters relating to the public library and related cultural facilities and programs” (Martin County Code 107.32.C).

DEFINITIONS

Attendance: 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.

Fiscal year: The Martin County Library Board's year shall begin on October 1 and end on September 30 each year.

Quorum: Five members shall constitute a quorum.

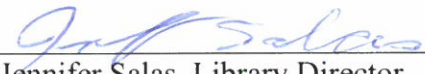
PROCEDURE

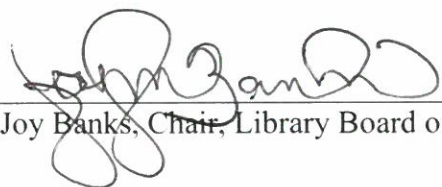
The Martin County Library Board of Trustees shall consist of nine members who are residents of the County, appointed at large by a Board of County Commissioners for staggered terms of three years each. Practice has been to appoint a member from each commissioner's district to provide countywide representation. However, members may also be appointed because of a special skill they might bring to the Library Board. Each October, the Library Board of Trustees elects by a majority vote a Chair and Vice Chair. Florida Government-in-the-Sunshine Laws in Chapter 286 of the Florida Statutes and public record laws in Chapter 119 are observed.

1. The Library Board and committees listen carefully to the citizens, encouraging them to attend and speak out at the meeting.
2. The Library Board functions as a coordinator or "umbrella" body for all other library related groups.
3. The Library Director or a senior staff member is in frequent contact with the Library Board. General questions are handled through the Library Executive Aide.
4. Reports of library activity are provided at each meeting by Library Administration. Minutes are taken by the Library Executive Aide, approved by the Board, and forwarded to Commission Records.
5. The Library Board members are encouraged to attend State Library workshops on topics of importance to library advisory bodies.

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6. The Library Board develops library policy with the advice and counsel of the Library Director, especially concerning library hours, book selection, use of meeting rooms, etc.
7. The Library Board reviews and revises library policy.
8. The Library Board makes continuing studies of all existing and future needs of the County in respect to public facilities and services.
9. The Library Board keeps constantly aware of public library standards, trends, regulations, and legislation.
10. The Library Board formulates or recommends actions to raise the quality of service and utilization of financial assistance from State, national and other sources.
11. The Library Board follows any applicable State statutes and bases its decision on good library professional practice as outlined by the American Library Association.

APPROVED BY:  DATE: 9/21/22
Jennifer Salas, Library Director

APPROVED BY:  DATE: 9/21/22
Joy Banks, Chair, Library Board of Trustees

Suppression History:

11/18/1999
11/19/2008
05/19/2010
09/21/2011