CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, November 16, 2017
AGENDA ITEM #: 10.A.
ITEM: RESTATED/AMENDED COMMISSION FORMATION DOCUMENT

RECOMMENDED ACTION:

Commissioners will approve or amend the draft of the Restated/Amended Commission Formation Document.
BACKGROUND:
On March 7, 1991, the Board of Supervisors approved a Board Order from the Internal Operations Committee, creating a Countywide Library Commission (attached). At that time the composition of the Commission was 27 members. Two additional members were added when the City of Oakley incorporated in 2000 and the Contra Costa Community College District was invited to join the Commission bringing the total composition to 29 members.

On December 13, 2016, the Board of Supervisors voted to accept the Library Commission Ad Hoc Revitalization Committee’s recommendation to REAUTHORIZE the Commission through December 31, 2019 (Item C.62) with a composition of 24 voting members and 4 ex officio special representatives; the City of Richmond elected to leave the Library Commission.

I. COMPOSITION:
Amend the composition of the Library Commission to be no fewer than 24 voting members and no more than 29 total members. Members will each serve a 4 year term and may be reappointed by respective appointing authorities. Each term will commence on July 1 the year appointed end on June 30 of the final year of the 4 year term as follows:

A. Eighteen (18) representatives, one from each of the 18 cities (towns) in the County Library Service Area, to be appointed by the City (Town) Council and to be other than a member of the city council.
B. Five (5) representatives of the County, one appointed by each member of the Board of Supervisors, other than a member of the Board of Supervisors.

C. Four (4) representatives to serve as ex officio (non-voting) members of the following:
Contra Costa County Office of Education
Contra Costa Friends Council
East Bay Leadership Council
Contra Costa Community College District

D. One (1) representative of the following:
Contra Cost Central Labor Council

E. Alternate members may be appointed and, when seated due to the absence of the Primary member, may serve as the voting member for their appointing organization.

II. PURPOSE AND DUTIES:
   A. Serve in an advisory capacity to the Board of Supervisors and the County Librarian.
   B. Serve as a communication link between the County Library and each community by keeping appointing authorities abreast of County Library and branch library activities.
   C. Serve as a forum for the community to express its views regarding the goals and operations of the County Library.
   D. Assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.
   E. Develop and recommend proposals to the Board of Supervisors and County Librarian for the betterment of the County Library including, but not limited to, such efforts to insure a stable and adequate funding level for the libraries in the County.
F. Participate in the planning process, including the Library element of the County General Plan and the County Library strategic plan.

G. Assist in the review of County Library policies that the Commission and the County Librarian determine will improve services offered to the public by the County Library.

H. Perform such other tasks and undertake such other assignments as may, from time to time, be referred to the Commission by the Board of Supervisors or County Librarian.

I. Provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.

The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library.

III. GOVERNANCE:

A. The Commission will elect its own Chair and Vice-Chair. The County Librarian or his/her designee will serve as Secretary.

B. When a vacancy occurs on the Commission, the appointing organization shall fill the vacancy.

C. Consistent with the policy of the Board of Supervisors on open government, the Library Commission shall govern itself consistent with the Board’s policy on conflict of interest and the provisions of the Ralph M. Brown Act, as other advisory bodies have been advised by the County Counsel.

IV. VOTING:

A. Direct that the work of the Commission proceed by consensus whenever there is no objection from a member to proceeding in this manner.
B. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote.
C. Recommendations to the BOS regarding changes to the Bylaws are the exception to a simple majority vote. Such recommendations will require sixty (60) percent approval by voting members.
D. Alternate members may vote in the absence of the Primary member.

V. FREQUENCY OF MEETINGS:
A. The Library Commission will meet at least quarterly and no more than six times each year, to discuss and vote on major policy issues and to be involved in providing local input for the County Library budget and strategic plan.

B. The County Librarian will provide appropriate staff support to the Commission.