

LLANO COUNTY LIBRARY ADVISORY BOARD BYLAWS

Article I - NAME

As authorized by the Llano County Commissioners Court (Commissioners Court), this body shall be known as the Llano County Library Advisory Board (Board).

Article II - PURPOSE

The purpose of the Board is to review the Llano County Library System (LCLS), to advocate for the library and the community and to make recommendations to Commissioners Court to enhance library services for the community including:

- * Review the existing library policies and procedures
- * Review existing contractual agreements with vendors
- * Review the library's affiliations with associations
- * Review functions of the library
- * Review cost associated with the library for efficiencies of operations

Article III - MEMBERS Section 1. Members

The Board shall be made up of thirteen (13) residents of Llano County appointed by the Commissioners and County Judge and subsequently approved by Commissioners Court.

- * Commissioner from Precinct 1 will appoint two (2) positions on the Board
- * Commissioner from Precinct 2 will appoint three (3) positions on the Board
- * Commissioner from Precinct 3 will appoint three (3) positions on the Board
- * Commissioner from Precinct 4 will appoint four (4) positions on the Board
- * County Judge will appoint one (1) position on the Board
- * Llano County Library Director shall be an ex-officio member

Board Members' personal information including addresses, phone numbers and email addresses shall not be made public. Anyone desiring to make comment to the LCLAB shall use: LlanoCo.LibraryAdvisoryBoard@gmail.com

Section 2. Terms

Staggered terms of each Board member shall be determined by Commissioners Court. Terms shall begin on January 1st and will expire on December 31st.

Members may serve successive terms at the discretion of Commissioners Court.

Any vacancy occurring on the Board shall be filled by the original Commissioner and then be approved by Commissioners Court. The appointed replacement shall serve for the remainder of the unexpired term and shall be eligible for reappointment.

Section 3. Duties and Responsibilities

Board Members duties and responsibilities include:

- * Attend Board Meetings
- * Participate actively on at least one committee
- * Be knowledgeable of the resources, services and operations of LCLS
- * Promote the LCLS within the community
- * Acquire an awareness of public library standards, trends and laws
- * Be receptive to community input
- * Support Board policies
- * Act in an advisory capacity to Commissioners Court in matters that pertain to the LCLS
- * Be a member of the LCLS

Article IV - OFFICERS

Section 1. Officers

Officers of the Board shall be a Chairperson, Vice-Chairperson and Secretary. Officers shall be elected in January of each year by a majority vote of the Board.

Each officer shall serve a one (1) year term. Officers may succeed themselves with a majority vote of the current Board. If there are multiple candidates for an office, the vote shall be by written ballot.

Section 2. Officer Duties

Chairperson:

The Chairperson shall preside at all meetings, appoint special committees, authorize calls for special meetings and shall prepare the agenda for such meetings. The Chairperson shall timely notify Commissioners Court of terms which are expiring. The

Chairperson shall know the LCLS trends and issues and shall act as liaison to Commissioners Court.

Vice-Chairperson:

The Vice-Chairperson shall assist the Chairperson in directing the affairs of the Board and shall assume the duties of the Chairperson in the absence of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the members shall designate one of their members to preside. The Vice-Chairperson shall act as a liaison to Commissioners Court.

Secretary:

The Secretary shall keep a true and accurate written account of all Board meeting proceedings and shall bring corrections to the attention of the Board at the next meeting. The Secretary shall sign the minutes after Board approval. The Secretary shall keep written records of members' retirement dates and notify the Chairperson of upcoming term expirations. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall act as liaison to Commissioners Court.

Article V - MEETINGS

Section 1. Regular Meetings

The Board shall meet quarterly at one of the three Llano Public Library locations or at such a time and place that the Board Chairperson may determine.

Section 2. Special Meetings

Special Meetings may be called by the Chairperson, provided that notice is given to all members of the Board.

Section 3. Quorum

A simple majority will constitute a quorum.

Section 4. Votes

All issues presented for a vote of the Board shall be decided by a simple majority of the quorum members present, including the vote of the Chairperson. No proxy votes are permitted. Votes shall be recorded and reported to Commissioners Court.

Section 5. Absences

Any Board Member missing three (3) consecutive meetings without legitimate excuse (i.e, illness, death of a family member or civic/professional responsibilities) shall be deemed retired by vote of the Board. Another member shall be appointed as provided by Article III, herein and approved by Commissioners Court.

Article VI - EXECUTIVE BOARD

The Executive Board, consisting of the Board's elected officers, shall serve as liaison to Commissioners Court.

Article VII - COMMITTEES
Section 1. Committees

Committees of two or more members each may be appointed by the Chairperson. These committees may be temporary to perform work of a specific nature or may be permanent. The following committees will be created:

- * *Bylaws* (to identify rules and principles to guide the actions of this Board)
- * *Policies & Planning* (to review the administration, management and operation of the LCLS)
- * *Finance* (to review the LCLS funds, to obtain efficiency and promote services)
- * *Collection Review* (to determine resources that assist patrons to obtain information which meets their personal, educational, professional and recreational needs)
- * *Public Relations* (to identify practices necessary to provide information about library services and programs and to address the public's concerns)

Section 2. Meetings

Committees may elect to meet in person or via Zoom, as circumstances dictate. Committees will present a brief summary to the Board at each Regular Meeting.

Article VIII - PARLIAMENTARY AUTHORITY

Unless stated otherwise in these bylaws, Robert's Rules of Order shall prevail.

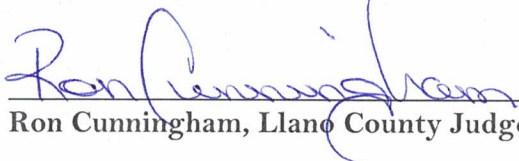
Article IX - AMENDMENT of BYLAWS

These Bylaws may be amended by a majority vote at any regular meeting of the Board, provided all members have been notified of the proposed amendments at least thirty (30) days prior to such meeting. All amendments are subject to approval by Commissioners Court.

Approved by vote of the Llano County Library Advisory Board
on March 11, 2022

APPROVED THIS 28th DAY OF March, 2022

Llano County Commissioner's Court:



Ron Cunningham, Llano County Judge



Peter Jones, Commissioner Precinct 1



Linda Raschke, Commissioner Precinct 2



Mike Sandoval, Commissioner Precinct 3



Jerry Don Moss, Commissioner Precinct 4