

DIXON PUBLIC LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES
AGENDA: REGULAR MEETING

5:00 P.M, Thursday, September 10, 2020

Zoom Virtual Meeting

1. CALL TO ORDER

2. CLOSED SESSION

- A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

RECONVENE TO OPEN SESSION

3. ANNOUNCEMENTS FROM CLOSED SESSION

4. ESTABLISH QUORUM/ROLL CALL

4.a. Roll Call of Trustees:

Caitlin O'Halloran, President
Jewel Fink, Vice President
Melissa Maseda, Clerk
Luke Foster, Member
Lloyd McCabe, Member

Staff: Bonnie Katz, Director of Library Services, Solano County Library

4.b. Pledge of Allegiance

5. APPROVAL OF AGENDA

5.a. Approval of September 10, 2020 Agenda

Motion made by _____
Second _____
Ayes _____ Noes _____

6. APPROVAL OF MINUTES

6.a. Approval of the July 9, 2020 Meeting Minutes (attachment)

Motion made by _____
Second _____
Ayes _____ Noes _____

7. PUBLIC COMMENT

Consistent with Executive Order N-29-20 from the Executive Department of the State of California and the Shelter in Place Order, the Dixon Public Library Governing Board of Library Trustees is not physically open to the public, and the meeting is held via teleconference.

PUBLIC COMMENTS: To submit public comments, please see the option below.

Join Zoom Meeting

<https://us02web.zoom.us/j/8960327132>

Dial by your location

+1 669 900 6833 US

Meeting ID: 896 032 7132

The moderator will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Governing Board after which the speaker will have five (5) minutes to speak.

NOTICE TO PUBLIC

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting.

8. CORRESPONDENCE

9. INFORMATION ITEMS

9.a. Bequest received-Dixon Public Library

9.b. Information Report-Bonnie A. Katz

10. OLD BUSINESS

10.a. Appoint a member to the Solano County Library Advisory Council
(attachment)

Motion made by _____

Second _____

Ayes _____ Noes _____

11. NEW BUSINESS

11.a. Approve the revised FY 2020-21 budget (attachment)

Motion made by _____

Second _____

Ayes _____ Noes _____

12. ANNOUNCEMENTS/MEMBER REPORTS

13. ADJOURNMENT

Motion made by _____

Second _____

Ayes _____ Noes _____

Time _____

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-678-5447.

DIXON PUBLIC LIBRARY

**GOVERNING BOARD OF LIBRARY TRUSTEES
MINUTES: REGULAR MEETING**

5:00 P.M, Thursday, July 9, 2020

Zoom Virtual Meeting

1. CALL TO ORDER

2. ESTABLISH QUORUM/ROLL CALL

2.a. Roll Call of Trustees:

Caitlin O'Halloran, President	A
Jewel Fink, Vice President	P
Melissa Maseda, Clerk	A
Luke Foster, Member	P
Lloyd McCabe, Member	P

Staff: Bonnie Katz, Director Library Services, Solano County Library P

3. APPROVAL OF AGENDA

3.a. Approval of July 9, 2020 Agenda

Motion made by Member McCabe
Second Member Foster
Ayes 3 Noes 0

Yes Luke Foster
Yes Lloyd McCabe
Yes Jewel Fink

4. APPROVAL OF MINUTES

4.a. Approval of the May 14, 2020 Meeting Minutes

Motion made by Member Foster
Second Member McCabe
Ayes 3 Noes 0

Yes Luke Foster
Yes Lloyd McCabe
Yes Jewel Fink

5. PUBLIC COMMENT

None

6. CORRESPONDENCE

None

7. INFORMATION ITEMS

7.a. Information Report – Bonnie A. Katz

8. OLD BUSINESS

8.a. Appoint a member to the Solano County Library Advisory Council

Motion made by _____

Second _____

Ayes _____ Noes _____

The Board postponed appointing a member to the Solano County Library Advisory Council until the September 10, 2020 meeting.

9. NEW BUSINESS

9.a. Approve an Appropriation Transfer Request in the amount of \$275,554 to cover employee salary and benefits from January 1, 2020 to June 30, 2020 when the County Library began the management of the Dixon Public Library and employees became County employees and authorize the Director of Library Services to sign the Appropriation Transfer Request.

Motion made by Member Foster

Second Member McCabe

Ayes 3 Noes 0

Luke Foster Yes
Lloyd McCabe Yes
Jewel Fink Yes

10. ANNOUNCEMENTS/MEMBERS REPORTS

None

11. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]

B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

RECONVENE TO OPEN SESSION

9. ANNOUNCEMENTS FROM CLOSED SESSION

None

13. ADJOURNMENT

Motion made by Member McCabe
Second Member Foster

Ayes 3 Noes 0

Time: 5:54 p.m.

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-678-5447. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting. Meetings are held in locations which are wheelchair accessible.

President O'Halloran

Date

SOLANO COUNTY LIBRARY

FY2020/21 BUDGET

DIXON PUBLIC LIBRARY DISTRICT - FUND 426

ACCOUNT/DESCRIPTION	FY2019/20 <u>ACTUALS</u>	FY2020/21 <u>PROPOSED</u>	FY2020/21 <u>REVISED</u>
<u>EXPENSES</u>			
1110 Salary/Regular	\$158,561	\$0	\$0
1121 Salary/Extra Help	\$80,767	\$0	\$0
1131 Salary/OT/Call back	\$0	\$0	\$0
1210 Retirement (Unfunded Liability)	\$59,866	\$0	\$41,787
1220 FICA	\$18,585	\$0	\$0
1230 Health	\$34,133	\$0	\$0
1231 Vision	\$0	\$0	\$0
1240 Comp Insurance	\$2,312	\$0	\$0
1250 Unemployment	\$0	\$0	\$0
1260 Dental	\$3,143	\$0	\$0
1270 Accrued Leave CTO	\$3,014	\$0	\$0
1000 Total Salaries and Employee Benefits	\$360,381	\$0	\$41,787
2028 Telephone Services	\$9,010	\$0	\$0
2035 Household Expense	\$4,783	\$0	\$0
2050 Insurance-Risk Management	\$8,970	\$0	\$0
2051 Liability Insurance	\$10,151	\$0	\$0
2055 Insurance (Property & Special Liability)	\$48	\$12,749	\$21,395
2120 Maintenance Equipment	\$14,289	\$0	\$0
2140 Building Maintenance	\$113,932	\$0	\$0
2141 Materials and Supplies	\$826	\$0	\$0
2170 Memberships	\$3,998	\$0	\$0
2175 Miscellaneous Expense	\$93	\$0	\$0
2176 Fees and Permits	\$0	\$0	\$0
2178 Cash Shortage	\$7	\$0	\$0
2180 Books& Subscriptions	\$4,753	\$0	\$0
2200 Office Expense	\$3,400	\$0	\$0
2201 Equipment Under \$1,500	\$1,220	\$0	\$0
2203 Computer Components <\$1,500	\$221	\$0	\$0
2204 Computer Related Items <\$500	\$0	\$0	\$0
2205 Postage	\$175	\$0	\$0
2220 Microfilm/Fiche/Photo	\$43	\$0	\$0
2235 Accounting/Financial Services	\$14,515	\$31,000	\$31,000
2239 Legal Service	\$16,714	\$50,000	\$50,000
2245 Contracted Services	\$46,620	\$0	\$0
2250 Charge for Service (Operating Dixon Library)	\$275,553	\$974,404	\$968,654
2250 Property Tax Administration Fee	\$5,443	\$7,000	\$7,000
2250 Other Professional Services	\$9,720	\$10,000	\$10,000
2261 Software Maintenance & Support	\$10,550	\$0	\$0
2281 Advertising/Marketing	\$1,218	\$0	\$0
2285 Rents & Leases - Equipment	\$11,199	\$0	\$0
2310 Education & Training	\$0	\$0	\$0
2311 Tuition Reimbursement	\$73	\$0	\$0
2312 Special Departmental Expense	\$0	\$0	\$0

ACCOUNT/DESCRIPTION	FY2019/20 ACTUALS	FY2020/21 PROPOSED	FY2020/21 REVISED
<u>EXPENSES</u>			
2322 Library Adult Books	\$9,873	\$0	\$0
2323 Library Juvenile Books	\$5,255	\$0	\$0
2324 Library Periodicals/Microforms	\$1,979	\$0	\$0
2325 Library Audio-Visual	\$10,968	\$0	\$0
2326 Library Book Rental	\$7,950	\$0	\$0
2327 Library Materials Processing	\$686	\$0	\$0
2328 Library Materials	\$1,707	\$0	\$0
2335 Travel Expense	\$0	\$0	\$0
2336 Travel Out-of-State	\$0	\$0	\$0
2337 Meals/Refreshments	\$420	\$0	\$0
2355 Personal Mileage	\$729	\$0	\$0
2360 Utilities	\$25,944	\$0	\$0
2361 Water	\$3,575	\$0	\$0
3020 Refund of Prior Year Charges	\$1,077	\$3,000	\$3,000
3242 Interest Exp On County Pool	\$0		
4303 Equipment	\$98,865	\$0	\$0
8101 Contingency	\$0	\$2,210,296	\$2,447,704
8301 Reserves	\$0	\$0	\$0
TOTAL EXPENSES	\$1,096,930	\$3,298,449	\$3,580,540
<u>REVENUES</u>			
9001 Property Taxes-Secured	\$404,066	\$363,945	\$427,783
9002 Property Taxes-Unsecured	\$19,975	\$15,952	\$20,178
9003 Property Taxes-Prior	\$762	\$620	\$620
9004 Property Taxes-Supplemental	\$9,493	\$4,627	\$5,938
9005 Property Taxes-Prior Supplemental	\$223	\$111	\$111
9015 Library Sales Tax	\$1,117,064	\$836,440	\$1,005,357
9018 Unitary	\$19,867	\$17,881	\$19,867
9020 ABX2 26 Pass Through	\$36,527	\$17,093	\$37,623
9021 LM1HF & Other Assets		\$0	\$0
9401 Interest	\$38,897	\$5,975	\$5,975
9405 Building Rental	\$0	\$0	\$0
9504 Fish and Game	\$29	\$0	\$0
9505 State Highway Rentals	\$1	\$0	\$0
9507 Homeowner's Relief	\$3,405	\$3,405	\$3,307
9511 Other Governmental Agencies	\$40,000	\$40,000	\$40,000
9599 Fed Other	\$13	\$0	\$0
9603 Photo/Microfiche Copies	\$3,011	\$0	\$0
9605 Library Services	\$5,186	\$0	\$0
9702 Cash Overage	\$21	\$0	\$0
9703 Other Revenue	\$6	\$0	\$0
9704 Donations and Contributions	\$0	\$0	\$0
9708 Miscellaneous Sales-Other	\$825	\$0	\$0
9806 Fund Balance Available	\$2,013,781	\$1,992,400	\$2,013,781
TOTAL REVENUES	\$3,713,153	\$3,298,449	\$3,580,540

CHARGE FOR SERVICE
DIXON LIBRARY OPERATING COSTS

FY2019/20
ACTUALS

FY2020/21
PROPOSED

FY2020/21
REVISED

****EXPENSES**

Expenses in the Dixon Library Overhead for Fiscal Year		\$974,404	\$968,654
Administration		\$0	\$0
Technical Svs. Fees		\$0	\$0
Automation		\$0	\$0
Telephone Assistance Center		\$0	\$0
TOTAL EXPENSES		\$974,404	\$968,654

****CREDITS**

Revenue collected in the Dixon Library for Fiscal Year			
Library Fines/Fees		\$0	\$0
Building Use Fees		\$0	\$0
Photo/Microfiche Copies		\$0	\$0
Cash Overage		\$0	\$0
Other Revenue		\$0	\$0
Tax area code credit		\$0	\$0
Over expended Direct Funds		\$0	\$0
TOTAL CREDITS		\$0	\$0

TOTAL CHARGE **\$974,404** **\$968,654**

**Per Auditor's recommendation using last
full fiscal year actual costs.

SOLANO COUNTY LIBRARY

DIXON PUBLIC LIBRARY

BUDGET

<u>Account/Description</u>	<u>FY2019/20</u> <u>ACTUALS</u>	<u>FY2020/21</u> <u>PROPOSED</u>	<u>FY2020/21</u> <u>REVISED</u>
1110 Salary/Regular	162,521	417,175	417,175
1121 Salary/Extra Help	13,613	31,200	23,400
1131 Salary/OT/Call back	0	200	150
1141 Salary/Premium	136	0	0
1210 Retirement	41,228	106,422	106,422
1211 PARS Retirement Costs	0	0	0
1212 Deferred Comp County Match	78	950	950
1213 OPEB costs	3,253	8,343	8,343
1220 FICA	13,361	34,318	33,718
1230 Health	35,271	132,809	132,809
1231 Vision	498	1,226	1,226
1240 Comp Insurance	0	0	0
1241 Long Term Disability Ins	0	0	0
1250 Unemployment	0	618	618
1260 Dental	2,029	7,877	7,877
1270 Accrued Leave CTO	219	2,000	2,000
1290 Life Insurance	128	466	466
Subtotal 1000's	272,335	743,604	735,154
2020 Com/Radio Services	0	0	0
2021 Telephone/County	0	1,200	1,200
2022 Telephone/AMC's	0	4,000	4,000
2023 Voice Mail	0	171	171
2025 Cellular Phone Service	0	0	0
2028 Telephone/Non County	0	9,455	9,455
2035 Household Expenses	0	23,668	23,668
2050 Liability/Risk Management	0	0	0
2051 Liability Insurance	0	0	0
2110 Independ. K - Travel Exp.	0	0	0
2120 Equipment Maintenance	0	750	750
2140 Maintenance/Buildings	0	43,000	43,000
2170 Memberships	0	350	350
2178 Cash/Inventory Shortage	0	20	20
2200 Office Expense	0	2,500	4,000
2201 Office Equipment	0	2,000	2,000
2202 Controlled Asset (>1500<5000)	0	0	0
2203 Computer Componets <1500	0	0	0
2207 Ergonomic Under \$1500	0	0	0
2215 Managed Print Services	0	6,930	6,930
2220 Microfilm/Fiche/Photo	0	0	0
2235 Accounting/Financial Svs.	0	0	0
2240 Legal - Minors	0	0	0

<u>Account/Description</u>	<u>FY2019/20</u> <u>ACTUALS</u>	<u>FY2020/21</u> <u>PROPOSED</u>	<u>FY2020/21</u> <u>REVISED</u>
2250 Other Professional Svs.	796	3,626	4,826
2260 Software (CMSI)	0	0	0
2261 Software Licenses	0	0	0
2266 Central Data Processing	0	0	0
2267 HRIS Infrastructure Costs	0	0	0
2268 CDP - Supplemental Svs.	0	0	0
2280 Publications/Legal Notes	0	0	0
2281 Advertising/Marketing	0	0	0
2285 Rent/Lease - Equipment	0	10,592	10,592
2295 Rent/Lease - Building	0	0	0
2301 Small Tools	0	0	0
2310 Education/Training	0	0	0
2311 Tuition Reimbursement	0	0	0
2312 Special Depart. Expense	0	100	100
2327 Library Materials Process.	0	0	0
2328 Library Materials	0	85,000	85,000
2335 Travel Expense	0	0	0
2336 Travel Out-of-State	0	0	0
2337 Refreshments	0	0	0
2339 Management Expense	0	0	0
2345 Moving/Freight	0	0	0
2350 County Garage Services	0	0	0
2355 Personal Mileage	0	1,200	1,200
2360 Utilities	0	27,218	27,218
2361 Water	0	3,767	3,767
Subtotal 2000's	796	225,547	228,247
3020 Refund of Prior Year Chrg.	0	0	0
3231 Capital Lease-Equipment	0	0	0
3690 Interfund Svs. - Sheriff	0	0	0
3694 Interfund Svs. - Professional	0	0	0
3695 Interfund Svs. - Main./Mat.	0	0	0
3696 Interfund Svs. - Small Projects	0	0	0
3697 Interfund Svs. - Postage	0	0	0
3698 Interfund Svs. - Main./Labor	0	0	0
3701 Contribution - Non County	0	0	0
3710 County Admin. Overhead	0	0	0
Subtotal 3000's	0	0	0
4201 Buildings & Improvements	0	0	0
4202 Construction in Progress	0	0	0
4303 Equipment	0	0	0
4304 Computer Equipment	0	0	0
Subtotal 4000's	0	0	0
5040 Transfer Out - POB's	2,486	5,253	5,253
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	275,617	974,404	968,654

<u>Account/Description</u>	<u>FY2019/20</u> ACTUALS	<u>FY2020/21</u> PROPOSED	<u>FY2020/21</u> REVISED
9001 Prop. Taxes/Secured	0	0	0
9002 Prop. Taxes/Unsecured	0	0	0
9004 Prop. Taxes/Supplement	0	0	0
9005 Prop. Taxes/Prior	0	0	0
9401 Interest	0	0	0
9405 Building Rental	0	0	0
9407 Telephones	0	0	0
9502 Federal CARES Act Revenue	6,012	0	0
9507 Homeowner's Relief	0	0	0
9511 Other Governmental Agen.	0	0	0
9569 State Aide	0	0	0
9601 Building Use Fees- Now 9405	0	0	0
9603 Photo/Microform copies	0	3,700	1,850
9604 Contract Services	0	0	0
9605 Library Fines	0	6,080	1,824
9637 Other Prof. Services	0	0	0
9663 Redevelopment	0	0	0
9702 Cash Overage	0	0	0
9703 Other Revenue	0	0	0
9705 Insurance Proceeds	0	0	0
9803 Op. Transfers In	0	0	0
9805 Reserve Transfer	0	0	0
9806 Fund Balance Available	0	0	0
Total Revenue	6,012	9,780	3,674

**BYLAWS OF THE
SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

ARTICLE I: PURPOSE

The Council shall act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service.

ARTICLE II: MEMBERS OF ADVISORY COUNCIL

Section 1: The Council shall consist of the following members: (a) five such members representing and residing within a different county supervisorial district, to be appointed by the supervisor representing such district, plus (b) a number of members equal to the number of cities or other public agencies within Solano County operating a public library, and which are a part of the Solano County Library system, each such member representing and residing within the boundaries, and to be appointed by the governing body of each such city or public agency.

Section 2: Each Council member is appointed for a term, determined by the appointing body.

Section 3: A Council member whose term has expired may serve until a replacement has been appointed.

Section 4: Unexplained absence of members for **two** (2) consecutive meetings of the Council shall be considered as an expression of lack of interest in this program. The Chair of the Council may then request that a new appointment be made to represent this area.

Section 5: Members of the Library Advisory Council shall serve without compensation.

Section 6: Vacancies in the office of a member shall be filled for the unexpired term by the appointing body.

ARTICLE III: MEETINGS

Section 1: Regular meetings of the Library Advisory Council shall be held on the third Monday of every other month at 6:30 p.m. in a designated area of a Solano County Library branch.

Section 2: Exceptions to the regular meeting time and place may be made by appropriate motion or resolution.

Section 3: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act, Government Code 354.

Section 4: Seventy-two (72) hours notice shall be given for all regular meetings.

Section 5: Special meetings may be called by the Chair or a majority of the members of the Council or the Director of Library Services, providing that notice has been given to all Council members and others as noted in Article V, Section 7 (2) and the news media at least twenty-four (24) hours in advance of the special meeting.

Section 6: A quorum shall consist of a majority of the filled seats on the Council.

Section 7: The annual meeting shall be held at the time of the first regular meeting after the first of October each year.

ARTICLE IV: CONDUCT OF BUSINESS

Section 1: No business shall be transacted at any meeting of the Library Advisory Council other than those matters named in the publicly posted agenda. (See Article IV, Section 4.

Section 2: All meetings shall be conducted under Robert's Rules of Order, unless in violation of applicable codes.

Section 3: All meetings of the Library Advisory Council shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in the Vice-Chair's absence, by a Council member designated for that purpose by the Chair or Vice-Chair.

Section 4: The order of business at the regular meetings shall be as follows:

- (1) Call to order
- (2) Roll call and establishment of quorum
- (3) Introductions
- (4) Approval of minutes of prior meeting
- (5) Approval of agenda
- (6) Public comment*
- (7) Correspondence
- (8) Report from Solano County Director of Library Services
- (9) Old business
- (10) New business
- (11) Announcements/Member reports
- (12) Date of next meeting
- (13) Adjournment

*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.

Section 5: An affirmative vote of the majority of all members of the Council present (quorum) at the time shall be necessary to approve any action before the Council. The Chair or any member of the council may call for a roll call vote or qualified ballot vote. Unless such vote is called for, action may be taken by voice vote.

Section 6: The Chair shall vote on all matters and shall have equal privileges as a member including the right to surrender the chair for purpose of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Advisory Council.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1: The elected officers of the council are the Chair who will chair all meetings, and the Vice-Chair who will preside in the Chair's absence. The Solano County Director of Library Services will serve as Secretary.

Section 2: Election of the Chair and Vice-Chair shall be held at the annual meeting.

Section 3: The Chair and Vice-Chair of the Library Advisory Council can hold office for not more than two consecutive one-year terms.

Section 4: In the event that the office of Chair becomes vacant prior to any annual meeting, an election to fill such vacancy for the unexpired term shall be held at the next meeting at which a quorum is present.

Section 5:

(1) The Chair shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair may appoint committees of one or more members each or representatives, delegates or spokespersons for such specific purposes as the council may require or recommend. The committee or individuals thus appointed shall be considered to be discharged upon the completion of its purpose and after the final report is made.

(2) The Vice-Chair shall act as Chair in the latter's absence.

Section 6:

(1) The Secretary in conjunction with the Chair shall prepare an agenda for each meeting, posting it in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.

(2) Copies of the agenda shall be sent to each library branch to post, and the City Editor of each of the major newspapers currently publishing in Solano County. The agenda and the minutes of the previous meeting with pertinent information shall be sent to all members of the Library Advisory Council, the Director of Library Services and the Librarian's Council, the County Administrator, the California State Library Consultant, the Vacaville Library Commission, the Vallejo Library Board, and each library branch manager to be made available to all library staff.

(3) The Secretary of the Library Advisory Council shall keep a true and accurate record of all proceedings and actions of the Council including those members present and absent. These minutes shall be approved at the next following meeting. The public reading of the minutes may be dispensed with and the minutes approved as published and presented.

(4) The Secretary shall notify the appointing body of any vacancies on the Council.

ARTICLE VI: AMENDMENT TO BYLAWS

Section 1: These bylaws may be recommended for amendment by presenting the proposed amendment(s) as an agenda item for full discussion and vote at a regular meeting and including this discussion in the minutes.

Section 2: After the recommended change has been approved by the Council, such change will be presented to the Board of Supervisors at a regular meeting for their approval.

Revised: September 8, 2000

Amendment #1- November 15, 1990

Article II, Section 3, was amended to read: A council member whose term has expired *may* serve until a replacement has been appointed.

Amendment #2- July 19, 1993

Article III, Section 1, was amended to read: Regular meetings of the Library Advisory Council shall be held on the third *Monday* of every other month at 7:00 p.m. in a designated area of a Solano County Library branch.

Amendment #3- July 17, 2000

Article IV, Section 4, was amended to change the order of business to add Public comment and Announcements/Member reports.

Amendment #4 – July 17, 2006

Article III, Section 1, was amended to change the meeting time to 6:30 pm.

Amendment #5 – February 10, 2009

Article VI, Sections 1 and 2 were amended to reflect Bylaw changes must be approved by the Board of Supervisors.