

## Advisory Committees

The County Commission is encouraged to appoint a Bookmobile Advisory Committee in consultation with state employee(s) who manage the local Bookmobile program.

It is recommended that the Advisory Committee meet three times annually.

### Tips for Building and Operating a Bookmobile Advisory Committee

Building a strong library advisory committee does not happen by accident. It takes time, patience, good business practices, and team effort. Conducting advisory committee business requires adhering to bylaw principles, conforming to group work practices, and doing your part to make meetings efficient and worthwhile.

#### Bylaw Basics

Well-crafted bylaws help provide for the smooth and effective functioning of a library Advisory Committee. The bylaws are a set of rules that define the operational procedures of the Advisory Committee. The bylaws of a Bookmobile Advisory Committee in Utah must not conflict with federal or state law. Committees should review bylaws annually and amend them as necessary.

#### Sample Bylaws

- The name of the advisory committee
- The constituency served by the Bookmobile program
- The composition of the advisory committee
- Procedure for election or appointment of advisory members
- Terms of advisory committee members
- Procedure for filling an un-expired advisory committee term
- The schedule (frequency) of advisory committee meetings
- Procedure for calling special meetings of the advisory committee
- Specification of a quorum

## Meaningful Meetings

### Preparing the Agenda

A well-run committee meeting depends on a carefully planned agenda. The committee president and Librarian need to work together in preparing materials to be sent out to committee members before each meeting. Typically, the Librarian will contact the library advisory committee president to discuss planned agenda subjects (including any items required because of previous committee action). The president may add agenda items and committee members wishing to have an item brought before the full group should contact their committee president. An annual library Advisory Committee calendar can help ensure that your committee will meet important deadlines. Committee members can contribute best if they have taken the time to adequately study the agenda and background materials before each meeting.

### Sample Agenda

- Call to order
- Roll call and introductions
- Approval of minutes of previous meeting
- Reports will vary throughout the year. Reports may be presented in advance to save time.
  - Example of reports:
    - Bookmobile Librarian report
    - Financial report
- Unfinished Business
  - Action items
- New business
- Adjournment

## Tips for Conducting Meetings

### Before Meetings

- Plan meetings on a regular annual schedule as stated in your advisory committee's bylaws.
  - Establish dates, time, and place.
- Prepare the agenda in advance. The Library advisory committee chair and the Librarian should cooperatively plan the agenda.
- Publish and post notice of meetings.
- Distribute the agenda and written reports two weeks in advance of meeting.

### Beginning the Meeting

- The committee chair plans and presides over meetings
- Start on time with roll call of committee members. A quorum is necessary to conduct committee business.
- Introduce visitors and/or new committee members.
- Ensure that a recorder is appointed to take minutes.
- Approve minutes of the previous meeting.
- Review, revise, and order agenda. Set time limits for each item.

### Conducting the Meeting

- Follow the agenda and the established order of business.
- Lead actively. Keep discussions moving along and on track.
- Solicit opinions from everyone on the committee.

### Ending the Meeting

- Review the meeting progress and any decisions made.
- Establish action items. Who will do what? When? Where?
- Announce the next meeting.
- Adjourn the meeting officially and end on time.

### Taking Minutes

At a minimum, meeting minutes should indicate committee members present, all motions that were made, and the result of any votes taken. Minutes should be content-driven and agenda-relevant.

Take each topic outlined on the agenda, provide a brief summary of the issue, record the various points of view, then state the decision. Keep in mind the ABC rule for minute-taking: Accuracy, Brevity, and Clarity.

### Open Meetings Law

Bookmobile Advisory Committee meetings should be conducted to comply with Utah law regarding Open Meetings.

*The Open Book: A handbook on open meetings & open records in Utah* can provide more information.

<http://digitallibrary.utah.gov/awweb/awarchive?type=file&item=12851>