

Library Operations Committee

Members: The Library Operations Committee consists of at least one representative from each of the six Black Gold Libraries. Libraries can send more representatives to meetings as needed. Each Black Gold member library jurisdiction has one vote. The Black Gold System Director and Black Gold staff are ex-officio members.

Meetings: Ten (10) meetings a year, generally four (4) in-person meetings the first Wednesday of July, October, February, and May and six (6) online meetings the first Wednesday of August, September, November, January, March, and April. The committee will not meet in June or December. Any meeting can be canceled if there are not sufficient agenda items. The in-person location rotates among Santa Maria, Lompoc, and Goleta. Meetings are from 10:00 a.m. to about 1:00 p.m.

Officers: The Chair of the Committee is the designated Black Gold staff member. The recorder rotates geographically from north to south for each meeting.

Liaison: Black Gold System Director: The liaison ensures prompt feedback between Council and the Committee.

Purpose:

- To benefit the Black Gold Cooperative Library System by providing a mechanism whereby the Administrative Council can receive input, feedback, and recommendations on policy in library operations activities.
- To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To evaluate and recommend actions and policies designed to standardize system-wide activities whenever possible.
- To develop procedures and routines, which facilitate resource sharing.
- To actively participate in identifying new technologies.
- To assist in the conduct of system business related to library operations and provide information to the Black Gold System Director and other Black Gold staff to help them with their duties.
- Serve as liaison with the Library Director and staff from each jurisdiction. Responsible for distributing, explaining, and training of new policies and procedures.
- Identify and recommend opportunities for staff training pertaining to hardware and software products in use by Black Gold libraries.

Committee Members:

Library	Name	Email
Paso Robles	Meg Weber	Mweber@prcity.com
Santa Maria	Shannon St. Arnaud	sstarnaud@cityofsantamaria.org
Lompoc	Dominic Keen	d_keen@ci.lompoc.ca.us
Goleta	Elizabeth Saucedo	esaucedo@cityofgoleta.org
Goleta	Supervising Librarian	
Carpinteria	Eric Castro	ericc@carpinteriaca.gov
	Jody Thomas	jodyt@carpinteriaca.gov
Santa Paula	Brenda Goldy	brenda.goldy@blanchardlibrary.org
	Nancy Duenas	nancy.duenas@blanchardlibrary.org
Black Gold	Glynis Fitzgerald	gfitzgerald@blackgold.org
	Matt Duhon	mduhon@blackgold.org
	Kristina Uvalle	kuvalle@blackgold.org

MINUTES TEMPLATE: Keep minutes concise and include any relevant information. Submit minutes draft to Black Gold by Monday following the LOC meeting.

LIBRARY OPERATIONS COMMITTEE MINUTES

Date

Location

Attending: Name (Library); Name (library); etc.

- 1) **10:05 A.M. CALL TO ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Name (Library)
- 2) **ADOPT AGENDA** —1st ___ / 2nd ___. Approved
- 3) ***APPROVE MINUTES** — (Date), by Name (Library). 1st ___ / 2nd ___. Approved
- 4) **CIRCULATION**
 - a) Topic – Summary Notes
M - LOC recommends (action). 1st ___ / 2nd ___. Approved.
- 5) **TECHNICAL**
 - a) **Koha/Aspen Issues** – Discussion
- 6) **BLACK GOLD UPDATE** -
- 7) **ROUNDTABLE** – N/A
- 8) **ITEMS TO BE FORWARDED** – (To Administrative Council)
- 9) **AGENDA BUILDING** –
- 10) **NEXT MEETING** — Time/Date/Location
- 11) **ADJOURNMENT** at (time) 1st ___ / 2nd ___.

* Denotes attachment to agenda packet