

July, 2019

ORIENTATION MANUAL FOR COMMITTEE CHAIRS FY 2019/20



BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

Table of Contents

Introduction	3
Definition	3
Establishment of Committees	3
FY Frequency of Meetings	4
Purpose	4
Statement of Purpose	4
Scheduling Meetings	4
Orientation Meeting	5
Council and Standing Committee Meeting Schedule FY 2018/19	5
Standing Committee Meeting Deadlines FY 2018/19	6
Ad Hoc Committee and Task Groups	7
Committee Membership	7
Reports	7
Black Gold Standing Committee Chair Rotations	8
Council and Standing Committee Members Contact List	8
ROLES	9
Role of the Committee Chair	10
Leadership Principles for Effective Meetings	11
Checklist for Best Meetings	12
Role of the Committee Recorder	13
Role of Committee Members	14
Role of Black Gold Staff	15
People Who Will Help You	16
APPENDIX	17
ATS Operations Committee Statement of Purpose	18
Reference and Adult Services Committee Statement of Purpose	19
Youth Services Committee Statement of Purpose	20
Organization Chart	21

Introduction

This manual was designed to assist Black Gold Cooperative Library System committee members during their term of service. It is intended to make your tenure as committee chair as easy, productive and fun as possible. Please use the manual. If you print it, annotate it with your ideas.

Black Gold Cooperative Library System has several standing staff committees. The work of these committees exemplifies areas of library cooperation included under the umbrella of the Black Gold Cooperative Library System.

The Black Gold Administrative Council (Library Directors from the member library jurisdictions) supports the activities of the Black Gold staff committees. Approved committee suggestions are the basis for changes and improvements in system programs and services.

The Black Gold staff values the work of the staff committees. Committee members provide information on local practices and needs to assist system staff in performing their duties. This manual also contains information on how Black Gold staff can assist committee members with committee work.

Definition

Staff committees consist of representatives from the member libraries in the Black Gold Cooperative Library System. Member library representatives are appointed by the member Library Director and have a responsibility to keep the Library Director informed of committee issues, recommendations, work and projects.

Agreement and member commitment to joint activities are fundamental to the operation of cooperative organizations. Therefore, the staff committees of the Black Gold Cooperative Library System should strive for a consensus in formulating decisions and developing recommendations and plans.

Establishment of Committees

Staff committees are established and dissolved by a majority vote of the Administrative Council. Establishment of a committee should be requested in writing. Such a request should include a rationale for establishment, e.g., a specific statement of purpose for the requested committee.

Black Gold's FY Standing Staff Committees
○ Automation and Technical Services (ATS) Operations Committee
○ Reference and Adult Services Committee
○ Youth Services Committee

FY Frequency of Meetings Authorized by the Administrative Council	Meetings per fiscal year
• Automation and Technical Services (ATS) Operations Committee	10
• Reference and Adult Services Committee	4
• Youth Services Committee	2

Purpose

The general purpose of the staff committees is twofold:

- To benefit the individual member library staff by providing a mechanism for ongoing dialog of common issues, problems, concerns and ideas in major areas of library service.
- To benefit the organization that is Black Gold Cooperative Library System by assisting in the conduct of system business and providing information to Black Gold Executive Director and staff to help them with their duties.

Statement of Purpose

Within these purposes and general philosophy, each committee develops annual reviews and revisions, if needed, to the Statement of Purpose specific to the committee. The Statement of Purpose for each standing committee guides the work of the each standing committee, its activities and projects. (located in the appendix)

Scheduling Meetings

The Black Gold office schedules the committee meeting reservations. Committee chairs should contact the Black Gold office when meeting room reservations need to be revised or scheduled. Meeting rooms are scheduled up to one year in advance, when possible.

(For Black Gold office contact information, see "People Who Will Help You" on page 21.)

If a committee needs to meet more frequently to accomplish a specific purpose, a request for permission to hold additional meetings should be made to the Administrative Council through the Executive Director.

The Council needs to approve the number of meeting days and original schedule, not a date change for a committee meeting.

With the Administrative Council's approval, staff committees may arrange joint meetings on specific issues with a facilitator, as needed, to improve committee effectiveness. Please ask the Black Gold office to reserve the meeting room.

Orientation Meeting

If needed, an annual orientation meeting for incoming committee chairs will be conducted by Black Gold staff. The orientation will cover the system structure, organization and purposes, meeting leadership techniques and rules of order, committee guidelines and role, committee procedures and staff support to committees.

Council and Standing Committee Meeting Schedule FY 2019/20

FY 2019/20 BLACK GOLD STANDING MEETING SCHEDULE - DRAFT				
Council approved		For updates check www.ats.blackgold.org > Committees		
Committees & Chairs	Admin Council PR	Youth Services GO	Ref & Adult Services SP	ATS Operations BG Staff
JULY	7.19 SM			7.10 webinar
AUGUST	8.16 LM		8.14 SM	8.7 SM
SEPTEMBER	9.20 GO	9.18 LM		9.4 webinar
OCTOBER	10.18 SM			10.2 LM
NOVEMBER	No Meeting		11.13 LM	11.6 webinar
DECEMBER	12.06 LM			No meeting
JANUARY	1.17 SM			1.8 GO
FEBRUARY	No Meeting		2.12 GO	2.5 webinar
MARCH	3.20 GO			3.4 SM
APRIL	4.17 SM	4.15 GO		4.1 webinar
MAY	5.15 LM		5.13 SM	5.6 LM
JUNE	No Meeting			No meeting
Regular Schedule (subject to change)	3rd Friday, No meeting Nov., Feb., or June	3rd Wednesday Sept, Apr	2nd Wednesday Aug, Nov, Feb, May	1st Wednesday every mo except Dec & Jun
Regular Meeting Place Rotation	SM, LM, GOL	LM, GOL	SM, LM, GOL	SM, LM, GOL, & webinar every other

Locator: ManagerBG-AC&Cmtes\Records\17-18CmtetMeetSchedule

Modified: 02.08.19

Standing Committee Meeting Deadlines FY 2019/20

Black Gold Cooperative Library System

FY 2019/20 DEADLINES FOR STANDING COMMITTEE MEETINGS

CMTE CHAIRS, PLEASE NOTE:

Reservations: The Black Gold office schedules the committee meeting reservations. Chairs should contact the Black Gold office when meeting room reservations need to be revised/scheduled.

Request agenda topics from your cmte reps, gfitzgerald@blackgold.org & "cc" kuvalle@blackgold.org
Cmte rep email addresses are posted at www.ats.blackgold.org > Committees

Chair-approved Minutes: Due @ Black Gold 2 weeks post-meeting. After the cmte chair reviews recorder's draft of the minutes for accuracy/completeness, recorder emails cmte chair-approved minutes to Black Gold.

For more details, see Orientation Manual for Committee Chairs at www.ats.blackgold.org > Committees.

*Early or late deadline due to holiday

ATS OPS	DATE	ATS OPS continued	DATE	YOUTH SERVICES	DATE
<u>MEET - webinar</u>	7.10.19	<u>MEET - webinar</u>	4.01.20	<u>MEET - LM</u>	9.18.19
Request agenda topics	6.18.19	Request agenda topics	3.16.20	Request agenda topics	8.26.19
Agenda due @ BG	7.01.19	Agenda due @ BG	3.23.20	Agenda due @ BG	9.09.19
Minutes due @ BG	7.17.19	Minutes due @ BG	4.15.20	Minutes due @ BG	10.02.19
<u>MEET - SM</u>	8.07.19	<u>MEET - LM</u>	5.06.20	<u>MEET - GOL</u>	4.15.20
Request agenda topics	7.15.19	Request agenda topics	4.13.20	Request agenda topics	3.23.20
Agenda due @ BG	7.29.19	Agenda due @ BG	4.27.20	Agenda due @ BG	4.06.20
Minutes due @ BG	8.21.19	Minutes due @ BG	5.20.20	Minutes due @ BG	4.29.20
<u>MEET - webinar</u>	9.04.19	REFERENCE & ADULT SERVICES	DATE		
Request agenda topics	8.12.19	<u>MEET - SM</u>	8.14.19		
Agenda due @ BG	8.26.19	Request agenda topics	7.22.19		
Minutes due @ BG	9.18.19	Agenda due @ BG	8.05.19		
<u>MEET - LM</u>	10.02.19	Minutes due @ BG	8.28.19		
Request agenda topics	9.09.19	<u>MEET - LM</u>	11.13.19		
Agenda due @ BG	9.23.19	Request agenda topics	10.21.19		
Minutes due @ BG	10.16.19	Agenda due @ BG	11.04.19		
<u>MEET - webinar</u>	11.06.19	Minutes due @ BG	11.27.19		
Request agenda topics	10.14.19	<u>MEET - GO</u>	2.12.20		
Agenda due @ BG	10.28.19	Request agenda topics	1.20.20		
Minutes due @ BG	11.20.19	Agenda due @ BG	2.03.20		
<u>MEET - GOL</u>	1.08.20	Minutes due @ BG	2.26.20		
Request agenda topics	12.16.19	<u>MEET - SM</u>	5.13.20		
Agenda due @ BG	12.23.19	Request agenda topics	4.20.20		
Minutes due @ BG	1.22.20	Agenda due @ BG	5.04.20		
<u>MEET - webinar</u>	2.05.20	Minutes due @ BG	5.27.20		
Request agenda topics	1.13.20				
Agenda due @ BG	1.27.20				
Minutes due @ BG	2.19.20				
<u>MEET - SM</u>	3.04.20				
Request agenda topics	2.10.20				
Agenda due @ BG	2.24.20				
Minutes due @ BG	3.18.20				

ORIENTATION MANUAL FOR COMMITTEE CHAIRS

Ad Hoc Committee and Task Groups

Ad hoc committees or task groups may be formed by Administrative Council action to address issues and developments in specialized areas of library service outside the purview of existing committees. The short-term commitment to address specific issues in an ad hoc committee makes it preferable to a standing committee.

Committee Membership

Each member of the Black Gold Administrative Council appoints one representative to each committee, normally at the April meeting. This committee member is the voting member and should attend the committee's meetings. The individual Library Director decides the level of participation of the committee member from that jurisdiction for each meeting.

The member Library Director may name substitute representatives at any time and for any length of time with notification of changes going to the Black Gold office.

Other persons may attend the committee meetings and join in the discussions and activities of the committee, but only designated representatives may vote on issues or recommendations to be presented to the Administrative Council.

Administrative Council members generally do not serve as committee members.

The Executive Director of the Black Gold Cooperative Library System serves as a non-voting member (ex officio) of each committee.

The Executive Director has authority to seek specific appointments to the various committees in consultation with the appropriate Library Director for purposes of facilitating research and work on service to the underserved in accordance with Council commitments.

Reports

To inquire about securing a place on an Administrative Council agenda for committee reports and recommendations, etc., contact Black Gold's Executive Director well in advance of the Council meeting where the action is to be taken.

However, it is suggested that committee members first discuss recommendations with their Library Directors before proposing them to the Administrative Council.

Black Gold Standing Committee Chair Rotations

JURISDICTION	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
SP		**		RAS					Youth Services
SB			Youth Services		RAS				
GO					Youth Services **	RAS			
LM				Youth Services **			RAS		
SM	RAS					Youth Services		RAS	
SLO	Youth Services		*RAS				Youth Services		RAS
PR		Youth Services *RAS						Youth Services	
BG	ATS Ops	ATS Ops	ATS Ops	ATS Ops	ATS Ops	ATS Ops	ATS Ops	ATS Ops	ATS Ops

*Tentative projections

05.2019

last modified

NOTE: *2017/18 – Traded RAS rotation between SLO & PR due to new committee member coming on board

**2019/20 Traded YS rotation between GO & LM due to new committee member coming onboard

Black Gold Cooperative Library System

Contacts — Standing Committees & Administrative Council

Updates are posted at www.ats.blackgold.org.

Library Phone Numbers					
PR	237.3871 staff, 237.3870 public		LM	875.8775	
PR	237.3898 before 8am/after 8:30 pm		GO	562.5502	
SLO	781.5991		SB	564.5608 staff, 962.7653 public	
SM	925.0996 staff, 925.0994 public		SP	525.2394 staff, 525.3615 public	

2019/20 Chair names are **bolded**.

Black Gold Administrative Council

Lib.	Name	Phone	Ext.	Fax	Email address
PR	Angelica Fortin	237.3871	7802	238.3665	afortin@prcity.com
SLO	Barnickel, Chris	781.5785		781.1320	cbarnickel@co.slo.ca.us
SM	Housel, Mary	925.0951	2322	922.2330	mhousel@cityofsantamaria.org
LM	Bleyl, Sarah	875.8785		736.6440	S_Bleyl@ci.lompoc.ca.us
SB	Cadiente, Jessica	564.5609		564.5660	icadiente@SantaBarbaraCA.gov
GO	Gray, Allison	562.5502			agray@cityofgoleta.org
SP	Branch, Ned	525.3615	102	933.2324	ned.branch@blanchardlibrary.org

Automation and Technical Services (ATS) Operations Committee

Lib.	Name	Phone	Ext.	Fax	Email Address
ATS	Hunter, Kim	805.543.6082	229	543.9487	khunter@blackgold.org
ATS	Duhon, Matt	805.543.6082	231	543.9487	gsee@blackgold.org
PR	Christiansen, Karen	805.237.3871		238.3665	kchristiansen@prcity.com
SLO	Cunningham, Marci	805.781.5777		781.1166	mcunningham@slolibrary.org
SM	Fierro, Selena	805.925.0951	514	928.7432	sfierro@cityofsantamaria.org
LM	Adolfo, Donn	805.875-8293		736.5347	d_adolfo@ci.lompoc.ca.us
LM	Cardenas, Jonathan	805.875-8214			j_cardenas@ci.lompoc.ca.us
GO	Gray, Allison B.	805.562.5502			agray@cityofgoleta.org
SB	Charles, Cassidy	805.564.5648		564.5660	ccharles@santabarbaraca.gov
SB	Wetta, Molly	805.564.5648			mwetta@santabarbara.gov
SP	Formanek, Justin	805.525.3615		933.2324	justin.formanek@blanchardlibrary.org

Reference & Adult Services (RAS) Committee

Lib.	Name	Phone	Ext.	Fax	Email Address
PR	Christiansen, Karen	805.237.3871		238.3665	kchristiansen@prcity.com
SLO	Coronado, Sharon	805.781.4187		781.1106	scoronado@slolibrary.org
SM	Fischer, Joyce	805.925.0994	331	922-3300	hfischer@cityofsantamaria.org
LM	Keen, Dominic	805.875.8789		736.6440	D_Keen@ci.lompoc.ca.us
GO	Field, Brent	805.562..5502			bfield@cityofgoleta.org
SB	Thomas, Jody	805.564.5623		564.5660	jethomas@SantaBarbaraCA.gov
SP	Formanek, Justin	805.525.2394		933.2324	justin.formanek@blanchardlibrary.org

Youth Services Committee

Lib.	Name	Phone	Ext.	Fax	Email Address
PR	Bailey, Melissa	237.3870	7808	238.3665	mbailey@prcity.com
SLO	Kensinger-Klopfer, Margaret	781.5775		781.1320	mkensingerklopfer@slolibrary.org
SM	Jackson, Dawn	925.0951	319	928.7432	djackson@cityofsantamaria.org
LM	Rocha, Xochitl	875.8788		736.6440	x_rocha@ci.lompoc.ca.us
GO	Saucedo, Elizabeth	805.562.5502			esaucedo@cityofgoleta.org
SB	Broman, Holly	564.5660			hbroman@SantaBarbaraCA.gov
SP	Escoto, Olivia	525.3615		933.2324	olivia.escoto@blanchardlibrary.org

Locator: Manager\BG-AC\Cmtes\Records\17-18AC\CmteRecords>ContactCmtes&AC

ROLES

- **Role of Committee Chair**
- **Leadership Principles for Effective Meetings**
- **Checklist for Best Meetings**
- **Role of the Committee Recorder**
- **Role of Committee Members**
- **Role of Black Gold Staff**
- **People Who will Help You**

Role of the Committee Chair

Committee Chair Regular Term of Office	Committee
continuous	ATS Operations
1 fiscal year (July-June)	Reference and Adult Services
1 fiscal year (July-June)	Youth Services

Committee Chair Duties:

1. Build meeting agenda
 - a. Solicit items about three weeks before the meeting from:
 - i. Committee members
 - ii. Issues from Administrative Council meetings
 - iii. Black Gold staff
 - b. Develop and prepare agenda draft in advance of the meetings, including agenda building ideas from the previous minutes and ensure the timely distribution of agendas as required.
 - c. Gather accompanying agenda material.
 - d. The Black Gold administrative office will attach the last meeting's minutes to the agenda. Committee members should review the online minutes prior to approving them at the meeting.
 - e. As needed, include a map for new members or if the meeting location is new.
2. Ensure timely agenda:
 - a. At least 9 calendar days prior to the meeting, email draft agenda and accompanying agenda material to Black Gold's administrative assistant. The Black Gold office will review, process and then post the agenda packets.
3. Ensure that there is a recorder at every committee meeting to be responsible to take the minutes and to prepare and send chair-approved minutes to the Black Gold office within two weeks after the meeting.
4. Conduct the meeting
 - a. Maintain order
 - b. Provide opportunity for all members to speak. Solicit comments directly from participants if they do not offer comments.
 - c. Keep discussion on track
 - d. Observe meeting time frames

- e. Summarize all formal actions such as important issues, decisions, and votes of the organization (included in minutes)
- f. When entertaining a motion for a vote, restate the names of the persons who moved and seconded, the status of the vote – approved or defeated, and if the vote is unanimous; or if not, then state how each member voted. (included in minutes)
- g. Have the committee identify items to be forwarded to the Administrative Council* or a committee. (included in minutes)
 *It is suggested that committee members first discuss recommendations with their own Library Directors before proposing them to the Administrative Council. (See Reports on page 9 for more details.)
- h. Summarize the meeting

5. Ensure timely minutes.

- a. Consult with committee recorder
- b. Review draft minutes for accuracy and completeness and give prompt feedback to recorder regarding any revisions or additions that might be needed before the recorder sends the minutes to Black Gold office.
Two weeks after the meeting, is the deadline for the chair-approved minutes to reach the Black Gold office (preferably in a Word attachment by email). Then after review and approval, the minutes are published at the internal website.

6. Verify committee membership, rep names and contact information, for correct/current listing. Forward timely committee rep contact changes during the year to the administrative assistant at the Black Gold office for revision of posted committee lists.

7. Contact the Black Gold office when meeting room reservations need to be revised or scheduled. Black Gold will make the room arrangements.

Leadership Principles for Effective Meetings

- Never compete with the group members. General rule is to give all members' ideas precedence over your own.
- Listen to the group members. "My job is to understand what you have in mind and help your thought along. I am not here to make a judgment."
- Do not permit anyone to be put on the defensive.
- Observe meeting time frames.
- Use every member of the group. You cannot afford to miss the contributions that

quiet members can make.

- Keep the meeting focused and moving. Keep the energy level high.
- Encourage the group to use humor.
- Rotate the leadership.
- Do not manipulate the group. You have the authority to make certain choices.
- Keep the members aware of where they are in the process and what is expected of them.
- Strive for consensus in formulating decisions, developing recommendations and plans.
- Thank members sincerely for their participation and contributions.

Review agenda

Share expectations

Agree on how to proceed

Use group memory

Periodically check for agreement on an item

Summarize agreements

Evaluate meeting

Checklist for Best Meetings

Before the meeting:

- ☐ Plan the meeting carefully.
- ☐ Prepare an agenda in advance so it can be posted in advance.
- ☐ Arrive early and if it is an in-person meeting, set up the room.

At the Beginning of the Meeting:

- ☐ Welcome everyone.
- ☐ Make sure the recorder of the minutes is present, or appoint one.
- ☐ Start on time and state starting time for benefit of the recorder.
- ☐ Ask participants to introduce themselves (if they don't know each other) and to state their meeting expectations (desired outcomes)
- ☐ Define roles clearly.
- ☐ Set clear time limits.

During the Meeting:

- ☐ Review: agenda before adoption, and minutes before approval.
- ☐ Focus on one agenda item at a time.
- ☐ Get agreement on how to proceed (the process) before beginning a discussion.

- ☐ If the group gets off-topic, graciously refocus the discussion back to the current agenda item.
- ☐ Before moving to the next agenda item, briefly summarize the main points/action to be taken regarding the current agenda item.
- ☐ When entertaining a motion, restate the names of the persons who moved and seconded, the status of the vote – approved or defeated. State if the vote is unanimous; or if not, state how each member voted.

At the End of the Meeting:

- ☐ Establish or review action items (who will do what, when) and restate what items will be forwarded to Council or another committee.
- ☐ Review the meeting. Refer to the agenda, your notes, and the group's memory.
- ☐ Review the date and place of the next meeting and develop a preliminary agenda to be added to the minutes under "Agenda Building."
- ☐ Evaluate the meeting.
- ☐ Close the meeting crisply and positively and note the meeting's adjournment time for the benefit of the recorder.
- ☐ Clean up and rearrange the room if it is an in-person meeting.

After the Meeting:

- ☐ Ensure that the minutes are prepared accurately and completely in a timely fashion.
- ☐ Follow-up on action items.
- ☐ Begin to plan the next meeting.

Role of the Committee Recorder

Minutes are taken by a designated recorder at each committee meeting.

Recorders rotate at each meeting among committee members (rotates north to south).

If needed, the committee chair designates a member to record the minutes.

Committee Recorder Duties

1. Responsible for accurate and impersonal minutes
Minutes should be written objectively, accurately and unambiguously. Minutes primarily contain a record of what was "done" at the meeting (not what was said by the members) with an adequate description of the actions taken and the rationale for them so that somebody not present at the meeting would be able to understand the decisions made.

Include in the minutes:

- The name of the committee
- If not a regular meeting, note the nature of a special meeting
- Committee members present
- Others present – substitutes, guests
- Not present – absent committee members
- Meeting called to order and name of presiding officer
- Date, start time and location of the meeting; if teleconference, list locations of all in attendance
- A record of all the formal actions such as important issues, discussion topics, and votes of the

organization

- When the committee votes, include motion, who moved and seconded, status of motion - approved or defeated. Record if the vote was unanimous; or if not, record the vote or abstention of each member present for actions taken in open session
 - Items to be forwarded to the Administrative Council or another committee
 - Items that the committee will discuss at a later time (agenda building)
 - Time the meeting adjourned
 - Date, time and place of next meeting
 - Name of the recorder with statement of authorship, “Minutes recorded by (name of recorder and jurisdiction)”
2. A draft copy of minutes should be emailed to the committee chair for approval within 1 week after the meeting to allow time for revision.
 3. The committee chair reviews the recorder’s draft of the minutes for accuracy and completeness and lets the recorder know if any revisions or additions are needed. Then the recorder makes any needed changes and emails the chair-approved minutes to the Black Gold office.
 4. Deadline for the final draft of the chair-approved minutes to reach the Black Gold office is 2 weeks after the meeting, e.g., sent as a Word document in an email attachment to Black Gold’s administration assistant.
 5. Minutes of each committee meeting are published at the ATS website after being received, reviewed and approved. Library staff can access this site to review minutes and other items.

Role of Committee Members

1. Prepare for the meeting:

- Suggest suitable topics for the upcoming agenda
- Send materials in a timely manner
- Read agenda, the last minutes and accompanying materials. Discuss with local staff in advance of meeting
- Be prepared to present local library viewpoints
- Be aware of effects on the local library but also keep the bigger picture in mind

2. Attend the meeting:

- As a “cooperative” we expect *participatory* decision-making. Strive for consensus in making decisions, recommendations and plans
- Comments from all jurisdictions are valued
- Participate positively
- Share information and ideas
- Focus on issues, not individuals

- Be accepting and non-defensive
- Help the group stick to the agenda
- Encourage other participants
- Bring problems to the surface
- Listen to other committee members
- Respect participants' ideas
- Ask for clarification
- Help observe the meeting's time frames
- Suggest alternatives
- Look for win/win solutions
- Improve group productivity and effectiveness
- Accept responsibility for outcomes
- Participate in assigning accountability (who/what/when) and establish action items
- Forward items as appropriate

3. Help evaluate:

- Meeting accomplishments
- Unfinished items
- Efficiency
- Suggestions for future meetings

4. Communicate to your Library Director and, if necessary, appropriate staff committee actions, decisions, recommendations, and issues

Role of Black Gold Staff

The Black Gold Cooperative Library System staff has as its primary responsibility the performance of those tasks necessary to the completion of projects authorized in the system budget or specifically adopted for the system by the Administrative Council.

The following support services from the Black Gold Cooperative Library System staff are available to committees:

- Provides leadership and information on system procedures, programs and policies of the Administrative Council
- Acts as liaison between committees and Administrative Council
- Provides guidance on priority of issues and offers ideas
- Nurtures committee members
- Assists with committee organization and operation

- Coordinates pre-meeting and post-meeting logistics
- Assists in agenda building
- Compiles and posts committee agenda and associated addenda on the internal website
- Posts approved standing committee meeting minutes on the internal website
- Helps the group find win/win situations
- Makes sure action items are followed up
- Accepts responsibility for appropriate action items
- Listens to committees and individual representatives
- Clarifies organizational and other constraints
- Provides mailings, workshop registration, evaluations, reminders, agendas, handouts and related materials for activities, events and projects that are part of the system budget
- Posts updated committee membership lists

People Who Will Help You

Black Gold Cooperative Library System		
Executive Director • 543.1093		
Administration • 543.6082		
Accountant	Glynis Fitzgerald • x226	gfitzgerald@blackgold.org
Admin Assistant	Kristina Uvalle • x222	kuvalle@blackgold.org
Automation and Technical Services • 543.6082		
System Administrator	Kim Hunter • x229	khunter@blackgold.org
Network Administrator	Matt Duhon • x223	mduhon@blackgold.org
Bibliographic Unit • 543.6082		
System Cataloger	Teresa Van Doren • x230	tvandoren@blackgold.org

APPENDIX

ATS Operations Committee Statement of Purpose

Definition:

- Members:** The ATS Operations Committee consists of at least one representative from each of the six ATS Libraries. Each Black Gold member library jurisdiction has one vote. The Black Gold Executive Director and ATS staff are ex-officio members.
- Meetings:** Ten (10) meetings a year, generally six (6) in-person meetings the first Wednesday of July, September, November, January, March and May and four (4) webinars the first Wednesday of August, October, February 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 1:30 p.m.
- Officers:** The Chair of the Committee is the designated ATS staff member. The recorder rotates geographically from north to south for each meeting.
- Liaison:** Executive Director
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. 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 the area of automated system activities.
2. To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
3. To evaluate and recommend actions and policies designed to standardize system-wide activities whenever possible.
4. To develop procedures and routines, which facilitate resource sharing, including ILL.
5. To actively participate in identifying new technologies related to automated systems.
6. To assist in the conduct of system business related to the automated system and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.
7. Serve as liaison with the Library Director and staff from each jurisdiction. Responsible for distributing, explaining and training of new policies and procedures.
8. Identify and recommend opportunities for staff training pertaining to hardware and software products in use by Black Gold libraries.

November 4, 2016, ATS Operations Committee revised (June 6, 2014, the Administrative Council approved meeting suggestions made by ATS Ops Cmte on May 7, 2014.)

Reference and Adult Services Committee Statement of Purpose

Definition:

Members: The Reference and Adult Services Committee consists of one person from each member library. The Administrative Council appoints Committee members in April of each year. Each Black Gold member library jurisdiction has one vote. The Black Gold Executive Director and other ATS staff are ex-officio members.

Meetings: Four meetings a year, generally the second Wednesday of February, May, August and November. Meetings are from 10:00 a.m. to about 12:30 p.m. The location rotates among Santa Maria, Lompoc and Goleta.

Officers: The chair serves for the fiscal year beginning in July.
The recorder is the in-coming chair.

CHAIR ROTATION (south to north)						
2019-20 SP	2020-21 SB	2021-22 GO	2022-23 LM	2023-24 SM	2024-25 SLO	2025-26 PR

Liaison: Executive Director.
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. To participate in the exchange of ideas, collection development, information related to reference services and tools for library users, and to participate in the sharing of activities between member libraries, such as marketing and programming.
2. To be responsible for the dissemination of information to Library Directors and member library staff and to make recommendations to the Administrative Council on policies concerning System-wide reference services and adult services activities.
3. To assist in the conduct of System business related to reference and adult services and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.
4. To implement and conduct research assignments determined necessary by the Administrative Council.
5. To provide input to other Black Gold committees on decisions related to all public services.

August 12, 2015, Reference and Adult Services Committee revised

Youth Services Committee Statement of Purpose

Definition:

Members: The Youth Services Committee consists of one representative from each Black Gold member library appointed by that jurisdiction's library director. Each Black Gold member library jurisdiction has one vote. In addition, all Black Gold library staff members who work with youth are welcome to attend and participate in all meetings. The Black Gold executive director is an ex-officio member.

Meetings: Two meetings a year on the third Wednesday of April and September. The April meeting is at Goleta; September meeting is at Lompoc. Occasionally the meeting moves for a special event. Meetings are from 10:00 a.m. to about 1:00 p.m. At the fall meeting, the committee will recommend a training session.

Officers: The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the in-coming chair.

*Switched new member	CHAIR ROTATION (south to north)					
2019-20 LM*	2020-21 GO*	2021-22 SM	2022-23 SLO	2023-24 PR	2024-25 SP	2025-26 SB

Liaison: Executive Director
The liaison ensures prompt feedback between Council and the committee.

Purpose:

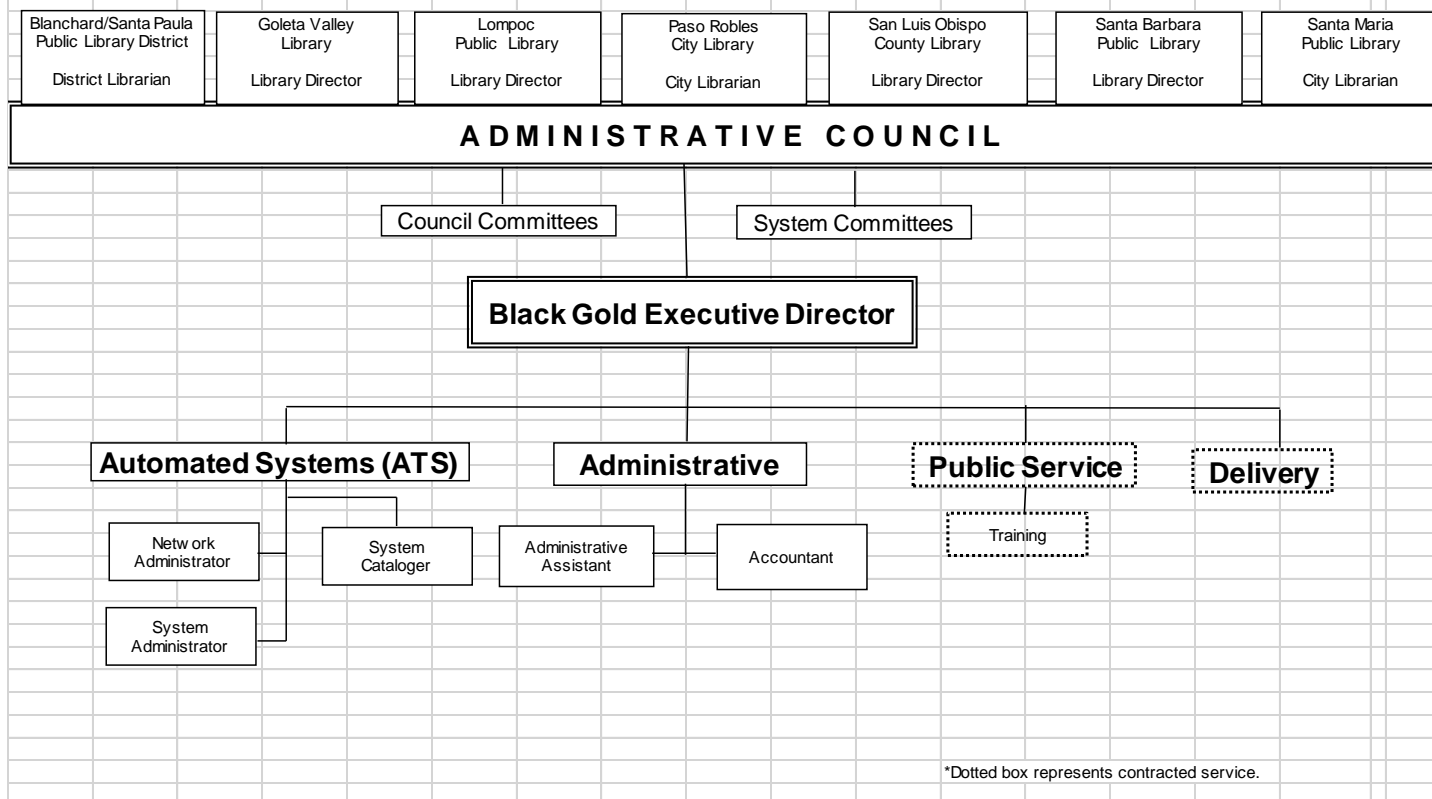
1. To make recommendations (with input from the library directors and youth services colleagues) to the Administrative Council on policy in the youth area of library services.
2. To assist in planning, implementing and evaluating the Summer Reading Programs for Black Gold libraries. (All library staff members who attend the meetings can participate.)
3. To provide staff development opportunities to all Black Gold library staff members who work with youth.
4. To participate in the exchange of ideas, exchange of common concerns and problems, information related to youth services, and to participate in the sharing of activities between member libraries and non-system libraries.
5. To assist in the conduct of system business related to youth services and provide information to the Black Gold executive director and other Black Gold program unit managers to help them with their duties.

April 19, 2017, Youth Services Committee revised

(4/22/11 Administrative Council approved name change from Children's Services Committee to Youth Services Committee)

Black Gold Cooperative Library System

ORGANIZATION CHART



NOTES