**City of Largo**  
*Agenda Item 7*

**Presenter:** Casey McPhee, Library Director  
**Department:** LI – Library

**TITLE:**  
RESOLUTION NO. 2210 AMENDING THE NAME OF THE LIBRARY ADVISORY BOARD AND PROCEDURES FOR REMOVAL OF BOARD MEMBERS AND DUTIES AND RESPONSIBILITIES

In response to a City Commission discussion and direction at the March 13, 2018 Work Session, the resolution establishing the Library Advisory Board was modified to change the group’s name to Library Advocacy Board, amend the procedures for removal of board members, and amend the duties and responsibilities. In recent years, the group mainly advised the Library Director on policy matters and the annual budget, in contrast to its original intent to advise the City Commission. There is a strong interest among board members to maintain contact with the City Commission on department matters and to be ambassadors and advocates for library services. The City Commission will continue to appoint City residents to the board and when needed will ask for input about the department and Citywide projects.

**Budgeted Amount:** $0.00  
**Budget Page No(s):** NA  
**Available Amount:** $0.00  
**Expenditure Amount:** $0.00

**Additional Budgetary Information:** Not applicable

**Funding Source(s):** NA  
**Sufficient Funds Available:**  
  - Yes  
  - No  
**Budget Amendment Required:**  
  - Yes  
  - No  
**Source:** N/A

**City Attorney Reviewed:**  
  - Yes  
  - No  
  - N/A  
**Advisory Board Recommendation:**  
  - For  
  - Against  
  - N/A  
**Consistent With:**  
  - Yes  
  - No  
  - N/A  
**Potential Motion/Direction Requested:** I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2210.

**Staff Contact:** Casey McPhee  
**Contact Number:** 587-6715 (2500)  
**Email:** cmcphee@largo.com

**Attachments:** Resolution No. 2210
RESOLUTION NO. 2210

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING RESOLUTION NO. 1919, AS AMENDED, BY CHANGING THE NAME OF THE LIBRARY ADVISORY BOARD TO THE LIBRARY ADVOCACY BOARD; AMENDING THE PROCEDURES FOR REMOVAL OF BOARD MEMBERS; AMENDING THE DUTIES AND RESPONSIBILITIES OF THE BOARD; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1919, as amended by Resolution No. 2037 and 2136, established the Library Advisory Board; and

WHEREAS, the City Commission desires to change the name of the Library Advisory Board to the Library Advocacy Board; and

WHEREAS, the City Commission desires to amend the procedures for the removal of Board members; and

WHEREAS, the City Commission desires to amend the duties and responsibilities of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. Legislative Policy 1, as it relates to the Library Advisory Board, as adopted by Resolution No. 1919, and as amended by Resolution No. 2037 and 2136, is hereby amended to read as follows:

LIBRARY ADVOCACY ADVOCACY BOARD

Establishment and Terms of Office:

The Library Advocacy Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city commission. Existing terms of the members of the Library Advisory Board as of the date of passage and adoption of this Resolution shall continue in force. Thereafter, the mayor and each commissioner shall each appoint one (1) member of the Board with initial terms as follows:

1. Upon the expiration of the terms of the two (2) current board members whose terms expire in November 2016, the Mayor and Commissioner—Seat #3 shall each appoint one (1) member to the board for a term to expire in November 2018, when the current term of the mayor or commissioner who appointed the member expires.

2. Upon the expiration of the term current board members whose term expires in November 2016, Commissioner—Seat #4 shall appoint one (1) member to the board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

3. Upon the expiration of the term of the current board members whose terms expire in November 2017, Commissioner—Seat #5 and Commissioner—Seat #6 shall each appoint one (1) member to the board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

4. Commissioner—Seat #1 and Commissioner—Seat #2 shall each appoint one (1) new member to the board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.

After the expiration of the initial terms stated above, The Library Advocacy Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city
commissioners. The mayor and each commissioner shall appoint one (1) member to the Board
for a term of four (4) years to run concurrently with the term of office of the mayor or
commissioner who appointed the member. In the event of vacancy for whatever cause, a
replacement shall be appointed by the mayor or commissioner who appointed the predecessor
member to the vacant position, and who shall serve under the same terms and conditions as the
predecessor member for the remainder of the predecessor’s term. In addition to the voting Board
members, there shall be a non-voting staff liaison to act as consultant, coordinator and recording
secretary designated by the Library Director. The staff liaison shall be responsible for providing
the Board with all information and documents necessary to perform its duties.

The Board shall select a Chair and Vice-Chair annually and shall establish rules of procedure as
the Board may deem appropriate to carry out its purpose and responsibilities. A quorum of four
(4) voting members shall be sufficient to conduct business. Board members absent without prior
notice for more than three (3) two (2) or more consecutive meetings or for a majority of the
meetings in a single appointment year (the one year period measured from the date of the
member’s appointment) shall be considered automatically removed and subject to replacement
as previously provided. Each Board member shall serve at the pleasure of the City Commission.
The City Commission may remove any Board member at any time without cause.

The time, place and frequency of meetings shall be determined by the Board, provided that all
meetings take place after 5:00 pm and in a City facility. All members and all meetings of the
Board shall comply with the Florida Sunshine/Public Records Law. Copies of meeting agendas
and minutes shall be provided to the City Commission and made available to other City advisory
boards. Communication with other advisory boards is encouraged to facilitate a broader
perspective when making recommendations to the City Commission on matters of City-wide
concern.

Responsibilities and Duties:
The Board shall advise and make recommendations to the City Commission on the following
issues:

a) All matters of policy pertaining to the management and services of the Large Public
Library, including the annual Budget and Capital Improvement Program.
b) Undertake special projects and studies as the City Commission may direct.
The Board shall advocate for the Library and undertake special projects and studies as the City
Commission may direct. It will advise and make recommendations to the Library Director on
matters of policy pertaining to the management and services of the Large Public Library, including
the annual budget and capital improvement program.

SECTION 2. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _______ DAY OF __________________, 2018.

ATTEST:

City Clerk

CITY OF LARGO, FLORIDA

Mayor

REVIEWED AND APPROVED:

City Attorney