



# Montgomery County Library Board

## New LAC Officer Orientation

November 15, 2023 (revised June 2025)



# Agenda

- Introductions
- Background on LAC
- LAC Officers Roles / Responsibilities
  - Chair
  - Secretary

# Who We Are

- Library Board Chair, Grace Manubay
- LAC Working Group:
  - Grace Manubay
  - Wilma Brier
  - Kavita Mohan
- Library Director's Office
  - LaKrista Prather ([LaKrista.Prather@montgomerycountymd.gov](mailto:LaKrista.Prather@montgomerycountymd.gov))

# First Order of Business

- Thank you for volunteering your time in service to Montgomery County, its library system and your library branch as an officer or member in its Advisory Committee

# Background on Library Advisory Committees

- Functions as the voice of the community surrounding its library branch
  - All Members must apply and be approved by the Library Board
- Advise the Library Board and library regional manager of branch activities, plus raise specific issues, problems, or concerns
  - LACs must schedule at least 5 meetings per year and meet at least 3 times

# Library Advisory Committee Functions

## DOs

- Foster communication among the Library Board, LAC members, and the local library community
- Support positions taken by the Library Board and possibly testify before County Council
- Recruit LAC members
- Represent the users of the branch at community functions
- Advocate for the library in the community

## DON'Ts

- Participate in local library department personnel matters
- Raise money or funding streams
- Reach out directly to County Council members or their staff to invite them to attend LAC meetings in an official capacity. (LACs can ask their Regional Manager to request County Council or other speakers.)

# LAC Officers Roles / Responsibilities

- Chair
- Secretary

# LAC Chair

## Terms

- Presides at LAC meetings and serves a 1-year term. May be re-elected to a 2nd 1-year term.
- Should not serve more than 2 consecutive terms as Chair. Exceptions may be granted when brought to MCLB by the Liaison.

## Elections

- Schedules and holds elections for LAC officers by June 1 of each year.
- Submits elected officer names to Library Director's Office as soon as possible after June 1.
- Extension of June 1 deadline can be requested of Liaison who will bring it to the Library Board for approval.

## Schedules

- Schedules meetings in advance. A minimum of 5 meetings must be scheduled and 3 must be held.
- Submits LAC Annual Report (Appendix C in LAC Handbook) to Board Liaison no later than September 30.



# LAC Chair (continued)

## Pre-meeting

- Sets meeting agenda with input from the Regional Manager and provides agenda to Director's Office for posting on the Library Board / LAC website 5 business days after agenda is determined and at least 2 days before the meeting date

## Meeting

- A quorum for transacting business shall be a simple majority of voting members.
- At a minimum, this number will be two (2) members participating and voting.

## Maintains regular communications with Liaison & Regional Manager

- Keeps Liaison informed about LAC's meetings, activities and concerns.
- If LAC has a shared email address, ensure Liaison has access.
- For new Chairs: If possible, attends at least 1 MCLB meeting.

## Support / Other

- Maintains up-to-date membership records.
- Notifies Regional Manager and Board Liaison of any LAC member resignation. If a Chair resigns, the Chair or Secretary will notify the Board Liaison and Regional Manager.
- Supports MCLB at County Council Budget hearings and other local community forums.
- Represents the LAC at special meetings or events organized by MCLB.

### An agenda template follows:

- Roll Call of attendees
- Approval of minutes from prior meeting
- Chair's Report
- Regional Manager's Report
- Liaison's Report
- Old Business
- New Business
- Public Comments
- Adjournment

Example of LAC Meeting Agenda

# LAC Secretary

## Term

- After serving a 1-year term, a Secretary may be re-elected for consecutive 1-year terms as long as they are a voting member.

## Schedules

- Before July 1, provide a copy of the upcoming Fiscal Year LAC meeting schedule to Library Director's office for posting on the Library Board/LAC website.

## Meetings

- Notify LAC members, Regional Manager, Branch Supervisor, and Board Liaison of all meetings and any change in meeting date/time/location.

## Pre-meeting / Meeting Notices

- Post written notice of meetings within 5 days of scheduling and no later than 2 calendar days of the actual meeting

### Notices of meetings

- (1) Except as provided under paragraph (3), a group must publish the notice required under Section 3-302 of the Open Meetings Act:  
(A) within 5 business days after the group has determined the meeting date; and  
(B) at least 2 calendar days before the meeting.
- (2) If a meeting will include virtual access, the group must publish how the public may attend the meeting virtually.
- (3) If the requirements of paragraph (1) cannot be met due to an emergency, a group must:  
(A) publish the notice at least 24 hours in advance of the meeting; and  
(B) indicate in the notice that the meeting is an emergency meeting.

### Meeting agendas

- (1) Except as provided under paragraph (2), a group must publish the agenda of a meeting under Section 3-302.1 of the Open Meetings Act:  
(A) within 5 business days after the group has determined the agenda; and  
(B) at least 2 calendar days before the meeting.
- (2) If the requirements of paragraph (1) cannot be met due to an emergency, a group must:  
(A) publish the agenda at least 24 hours in advance of the meeting; and  
(B) indicate on the agenda that the meeting is an emergency meeting.
- (3) If the requirements of paragraph (2) cannot be met due to an emergency declared by the Governor of Maryland or the County Executive, a group must:  
(A) publish the agenda as soon as practicable in advance of the meeting; and  
(B) indicate on the agenda that the meeting is an emergency meeting.

Snippet of Montgomery County  
Bill No. 8-23 supplementing  
Maryland's Open Meetings Act  
([Link](#))



# LAC Secretary (continued)

## Take Meeting Minutes

- During the meeting capture the minutes and prepare version to be circulated and approved to other members
- *Draft* version – Within 5 business days after meeting, draft circulated for comment / approval
- *Final* version – Within 5 business days after approval, send meeting minutes to the Director's office to be published.

## Capture Results of Motions

- Per recent revisions to the Open Meetings Act, all motions must be linked to a name, meaning the name of the person making the motion, and the name of the person seconding the motion
- Also, if the vote is not unanimous, a list of all those who voted, and their votes must be included.

## Support

- Prepare and distribute additional LAC correspondence as needed.
- Monitor attendance of members; when possible, notify Chair in advance of absences
- If Chair is absent, the Secretary can call the LAC meeting to order
  - Call for nominations and conduct elections for temporary Chair for that meeting only



# Final Thoughts

- What else might you need to know to feel prepared?
- Any other questions?
- Closing