

## Committee Roster and Responsibilities 2009-10

### FLORIDA PUBLIC LIBRARY STANDARDS Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Lucinda Colee	08-09 through 09-10	Volusia County Public Library 1290 Indian Lake Rd., Daytona Beach 32124	<a href="mailto:lcolee@co.volusia.fl.us">lcolee@co.volusia.fl.us</a> 386-248-1745 Ext. 1212
Vice-Chair - Vacant	09-10 through 10-11		
Amy Louttit Johnson, State Library Representative	09-10 through 10-11	R.A. Gray Building 500 South Bronough St. 2 <sup>nd</sup> Floor North Tallahassee, FL 32399- 0250	850-245-6622 <a href="mailto:aljohnson@dos.state.fl.us">aljohnson@dos.state.fl.us</a>
Debbie Moss Large library rep	09-10 through 10-11	Orange County Library System, 101 E. Central Blvd, Orlando, FL 32801	407-835-7430 <a href="mailto:moss.debbie@ocls.info">moss.debbie@ocls.info</a>
Dawn Bostwick Small library rep	09-10 through 10-11	Nassau County Public Library System, 4480 Limpkin Lane, Fernandina Beach, FL 32034	(904) 277-7367 <a href="mailto:dbostwick@nassaucountyfl.com">dbostwick@nassaucountyfl.com</a>
Angie Patteson Medium library rep	09-10 through 10-11	Charlotte County Library System, 2050 Forrest Nelson Blvd., Port Charlotte, FL 33952	941-613-3200 <a href="mailto:Angie.Patteson@charlottefl.com">Angie.Patteson@charlottefl.com</a>
Casey McPhee	09-10 through 10-11	Largo Public Library, 120 Central Park Drive, Largo, FL 33771	(727) 587-6715 <a href="mailto:cmcphee@largo.com">cmcphee@largo.com</a>
Wendy Breeden, President, Non-Voting	Ex Officio	Lake County Library System, 2401 Woodlea Rd., Tavares 32779	352-253-6180 <a href="mailto:wbreeden@lakeline.lib.fl.us">wbreeden@lakeline.lib.fl.us</a>
John Callahan, Vice- President/President Elect Non-Voting	Ex Officio	Palm Beach County Library System 3650 Summit Blvd. West Palm Beach 33406- 4198	Ph: 561-233-2600 <a href="mailto:callahanj@pbclibrary.org">callahanj@pbclibrary.org</a>
Exec. Director Faye Roberts Non-voting	Ex Officio	FLA Office P.O. Box 1571 Lake City 32056-15171	386-438-5795 <a href="mailto:Faye.roberts@comcast.net">Faye.roberts@comcast.net</a>

### Committee Responsibilities

From the FLA Manual

- Fulfill the functions common to all committees (attached).

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- Review on an annual basis, and revise if required, the current public library standards document to insure that included statistical information is the latest available.
- Evaluate on a biannual basis the entire existing public library standards document to determine usability by the library community for the document's stated purpose and whether changes or a full replacement document are needed.
- Form the nucleus of a larger revision committee if the need for a replacement document is determined.

### **Responsibilities common to all committees**

1. File reports in a timely fashion and on standard Association forms.
2. Provide committee reports to the Executive Director for Executive Board meetings as needed, coordinating report presentation at the meeting with the committee Board liaison.
3. Submit an annual report to the Executive Director.
4. Send news committee activities to the *FLA News Digest*, *Florida Libraries*, and Association electronic discussion lists to keep the membership informed.
5. Submit copies of all official Association correspondence to the Executive Director, the President, and the Archives Committee.
6. Maintain minutes of meetings and distribute to committee members, Executive Director, Executive Board Liaison, the FLA Office, and the Archives Committee. Minutes should record meeting participants and action items.
7. Request funds to carry out committee activities as part of the Association's annual budget planning process; requests are submitted to the Finance Committee.
8. Manage the committee's budget to assure that the amount allocated is not over expended.