Connecticut Digital Library
Advisory Board

Bylaws

Article I - Name

The official name is the Connecticut Digital Library Advisory Board. Two shortened forms of the name may also be used: the Connecticut Digital Library Board or CDLAB.

Article II - Legal Status

The Connecticut Digital Library Advisory Board was established on November 2001 by the State Library Board and the Board of Governors for Higher Education, as an integral part of their responsibility to plan and develop the Connecticut Digital Library under the provisions of Connecticut General Statutes 4d-82.

The Connecticut Digital Library Advisory Board replaced the previous Connecticut Library Network Governing Board and the Academic Library Accountability Committee upon approval of these by-laws by the Connecticut State Library Board and the Board of Governors for Higher Education.

Article III - Offices, Secretary, Records

Section A. Offices: The principal offices of the Connecticut Digital Library Advisory Board (Connecticut Digital Library) shall be at the Middletown Library Service Center, 786 South Main Street, Middletown, Connecticut 06457.

Section B. Secretary: The State Library will supply administrative support for the Connecticut Digital Library Advisory Board.

Section C. Records: The official records of the Connecticut Digital Library Advisory Board shall be housed at the principal offices and shall be made available for review upon request. The State Library will also maintain an online repository of CDLAB records.

Article IV - Purpose

The Connecticut Digital Library Advisory Board shall advise the State Library Board and the Commission for Educational Technology on policy, needs assessment and content selection for the Connecticut Digital Library, which includes databases, a statewide catalog and ebooks.
The Goals of the Digital Library are:

- To ensure universal access to a core level of library and information resources for every resident of Connecticut through their public library, school, college, and from home;
- To provide information resources to every school in Connecticut so that all students are prepared to function in an information society;
- To provide information resources to the increasing number of students taking advantage of online courses at Connecticut’s colleges and universities;
- To enhance the quality of teaching, research and education at Connecticut’s colleges and universities by supporting online information resources;
- To support the information needs of all Connecticut citizens.

Article V - Reporting Structure

The Connecticut Digital Library Advisory Board shall report to the State Library Board. The Chairperson of the Connecticut Digital Library Advisory Board, or a designee, shall take all policy, legislative, and budgetary recommendations to the State Library Board for review.

Article VI - Responsibilities

The primary responsibility of the Connecticut Digital Library Advisory Board is to advise regarding priorities and policy related to the operation of the Connecticut Digital Library (CDL) and to assure that the CDL functions in a manner that effectively meets the educational and research needs of the general public, higher education students and faculty, and elementary and secondary school students and teachers.

To do this, the Connecticut Digital Library Advisory Board shall advise on the following:

1. Priorities for database content;
2. Mechanisms for ongoing planning and evaluation, public relations and marketing;
3. Development of liaisons with other appropriate agencies, and organizations, including other state agencies, libraries, schools and academic institutions;
4. Recommendations to the State Library Board on planning, policies, funding, and staffing;
5. Planning processes.

Article VII - Membership

Section A. Criteria for Membership: The primary criteria for board membership are individual expertise and commitment to the purpose of the Connecticut Digital Library. Connecticut Digital Library Advisory Board members should be broadly representative of the library, educational, and business communities of Connecticut. Geographical and type of library representation are important but secondary considerations when considering criteria for Connecticut Digital Library Advisory Board membership. As the Connecticut Digital Library grows and develops, other types of representation may be added to the makeup of the Connecticut Digital Library Advisory Board.
Section B. Membership: The membership of the Connecticut Digital Library Advisory Board shall be thirteen members:

1. One representative from the State Department of Education;
2. One representative from the business community, or a library user;
3. One parent of a student in a Connecticut K-12 school;
4. One student in a Connecticut K-12 school or college;
5. One Teacher in a Connecticut school or college;
6. Seven professional librarians with at least two representatives from each audience served: school, public and academic libraries;
7. The State Librarian shall serve as an ex-officio member of the Board.

Article VIII - Members' Terms of Service

Section A.
1. Terms of Service: The term of the representative from the State Department of Education shall be at the discretion of the Commissioner of Education. The State Librarian shall serve as a permanent member of the Board. All other members shall serve two-year terms; none of these may serve more than two consecutive terms. Terms of service begin and end on the next regularly scheduled Board meeting following State Library Board approval.

2. Appointment: The Connecticut State Library Board will appoint the members of the Connecticut Digital Library Advisory Board in Section B. 1 through 7 above.

Section B. Changes to Membership: From time to time, the Connecticut Digital Library Advisory Board may determine the need for changes in membership and/or representation. Any such changes to the Connecticut Digital Library Advisory Board membership shall require the prior approval of the State Library Board.

Article IX - Officers and Terms of Office

Section A. Officers: The officers of the Connecticut Digital Library Advisory Board shall be Chair and Vice-Chair.

Section B. Appointment of Chair: The members of the Connecticut Digital Library Advisory Board shall select both the Chair and Vice-Chair.

Section C. Terms of Office: Terms of office for the Chair and Vice-Chair shall be one year. Officers shall be elected at the first meeting of the calendar year of the Connecticut Digital Library Advisory Board. Officers may not serve more than two successive terms.

Article X - Duties of Officers

Section A. Chair: The Chair shall preside at all meetings; may call special meetings; may establish special committees and task forces; may appoint committee and task force members and chairs; and may designate a facilitator, as needed, to assist in the conduct of meetings.

Section B. Vice-Chair: The Vice-Chair shall preside in the absence of the Chair, or as the Chair may determine.
Section C. Attendance at State Library Board meetings: The Chair or a designee shall attend meetings of the State Library Board to report on Connecticut Digital Library Advisory Board activities and recommendations, and report back to the Connecticut Digital Library Advisory Board on matters affecting its work.

Article XI – Committees and Task Forces

Section A. Standing Committees: The Nominations Committee shall be the only standing committee of the Connecticut Digital Library Advisory Board.

Section B Charge: The charge of the Nominations Committee shall be to recruit candidates for Board membership, recruit candidates to fill any vacancies that may occur, and to prepare a slate of candidates for Board officers.

Section C. Process for Nominations: The Nominations Committee shall establish and communicate a process that assures broad-based participation of the Connecticut Digital Library constituent community in the identification and nomination of persons to serve on the Connecticut Digital Library Advisory Board.

Section D. Review and Recommendations for Nominations: The Connecticut Digital Library Advisory Board shall review all nominations and make recommendations to the State Library Board for appointments or reappointments to the Connecticut Digital Library Advisory Board.

Section E. Task Forces: The Connecticut Digital Library Advisory Board may establish Task Forces as needed to accomplish certain activities or functions, as may be required for the operation of the Connecticut Digital Library, or to assist the Connecticut Digital Library Advisory Board in its deliberations and decision-making. All Task Forces shall have at least one member from the Connecticut Digital Library Advisory Board.

Article XII - Meetings

Section A. Regular Meetings: The Connecticut Digital Library Advisory Board will meet bi-monthly on a scheduled basis, with additional meetings called as needed. Meetings will be held at the Middletown Library Service Center, other locations throughout the state, or virtually, as appropriate.

Section B. Quorum: An official quorum shall be a simple majority of the total number of appointed members of the Connecticut Digital Library Advisory Board. No binding actions shall be taken or final decisions reached without a quorum present at a in-person or virtual meeting, or by voting ballots through electronic means.

Article XIII - Amendments

These bylaws may be amended by a 2/3 vote at any regularly scheduled Connecticut Digital Library Advisory Board meeting, provided that the proposed amendment has been submitted in writing at the previous regular meeting.
Note: Robert's "Rules of Order", current edition, shall govern in all matters not covered by these bylaws.

9/25/01 (Revised 12/7/05) (Revised 4/4/12) (Revised 7/23/18)