

# **WEST ALLIS LIBRARY TEEN ADVISORY BOARD (TAB) GUIDELINES**

## **ARTICLE I: NAME**

This organization shall be named the West Allis Public Library Teen Advisory Board and will be shortened to "TAB." West Allis Public Library will be shortened to WAPL when necessary.

## **ARTICLE II: MISSION**

The mission of the West Allis Public Library Teen Advisory Board (TAB) is to encourage students in grades 7 through 12 to become life-long library users through the promotion of reading, strengthening their relationship with their community, and volunteering to assist the library both in developing and implementing programs which serve local teens. WAPL recognizes its duty in promoting citizenship and literacy and believes that creating a teen-friendly environment is essential in sustaining a healthy, thriving community. To uphold this responsibility, the Teen Advisory Board aims to give the library a new perspective on youth and youth a new perspective on libraries.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.1: ADVISOR**

TAB shall be coordinated by a Librarian who will serve as TAB Advisor and supervise all TAB meetings, activities, and special projects. The TAB Advisor will provide guidance in planning TAB activities and reserves the right to reject and/or revise any ideas due to space or budget constraints or other concerns.

### **SECTION 3.2: NUMBER OF MEMBERS**

The Teen Advisory Board shall consist of no more than fifteen (15) members.

### **SECTION 3.3: ELIGIBILITY**

TAB membership is open to students in grades 7 through 12 who live in the West Allis and West Milwaukee area. Membership may also be given to regular users of the West Allis Library that live outside West Allis, in Milwaukee County. In order to determine eligibility, an interest form must be submitted and reviewed by a TAB advisor.

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## **SECTION 3.4: ATTENDANCE**

All members should make meeting attendance a high priority. A member shall be held accountable for absences and will become inactive after three (3) unexcused absences. An absence shall be considered unexcused when a member is absent from an official TAB meeting or other requirement and makes no effort to inform the TAB Advisor. It is solely up to the TAB Advisor to decide if an absence is excused or unexcused.

## **SECTION 3.5: TAB RESPONSIBILITIES**

All TAB members will be required to attend and participate during monthly meetings. Other opportunities can include but are not limited to helping to create and lead programs at WAP, creating social media content, such as book talks and short videos, and writing book reviews. Content creation for volunteer hours must be approved by TAB advisor. Programs and videos for a teen audience are preferred. If a member does not contribute or attend the meetings they will be asked to leave TAB.

## **SECTION 3.6: VOLUNTEER HOURS**

Members of the TAB may receive up to thirty-six (36) volunteer hours in a given year, twelve (12) each term. Hours will be offered dependent on opportunities at the library. Guidelines will be set for specific hours for each task. The tasks given to the teens will not overlap or interfere those that are given to paid staff. The teens will provide an alternative perspective and point of view for the library. TAB members must decide if they want to be participants or active facilitators in programming prior to an event.

# **ARTICLE IV: MEETINGS**

## **SECTION 4.1: TIME AND DATE**

The year will be separated into three (3) terms; spring, summer, fall. The TAB Meeting dates and times will be determined at the beginning of each term and adjusted if needed.

## **SECTION 4.2: SPECIAL MEETINGS**

Special meetings may be called by the TAB Advisor to complete tasks as needed.

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## **SECTION 4.3: AGENDA**

The TAB Advisor will be responsible for putting together the monthly agendas. Items may be placed on the agenda by the TAB Advisor or any member of the TAB. Items included on the agenda must be submitted to the TAB Advisor no later than a week before the scheduled meeting at which the agenda item will be considered.

## **SECTION 4.4: MINUTES**

Written minutes shall be made of all open sessions of Board meetings. Minutes will be available upon request.

## **ARTICLE V: SUBCOMMITTEES**

When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to TAB matters. Teens not on the board may join a subcommittee with prior approval from the TAB advisor.

## **ARTICLE VI: AMENDMENTS**

Amendments must be submitted and approved by the WAPL Board of Trustees.

Approved by the West Allis Public Library Board  
June 22, 2022