

AGENDA
CITY OF WATSONVILLE
BOARD OF LIBRARY TRUSTEES MEETING



Opportunity Through Diversity; Unity Through Cooperation.

Working with our community to create positive impact through service with heart.

Blanca Baltazar – Sabbah, District 1
Diane Muños, District 2
Don Brown, District 3
Providence Medrano Martinez, District 4
Victoria M. Bañales, District 5
Barbara Corrigan, District 6
Joyce Parr, District 7

<https://zoom.us/j/94713890714?pwd=NzM2bzJ4dGxpcGVtcG85YkllOU5zQT09>

Meeting ID: 947 1389 0714

Passcode: 357163

One tap mobile +16699006833,,94713890714#,,,,*357163# US (San Jose)

+12532158782,,94713890714#,,,,*357163# US (Tacoma)

Dial by your location: +1 669 900 6833 US (San Jose)

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, the Santa Cruz County Health Officer Extended and Modified Shelter in Place Orders, and the Governor's Executive Orders N-25-20 and N-29-20, that allows attendance by members of the Board of Library Trustees, City staff, and the public to participate and the Board to conduct the meeting by teleconference, videoconference, or both.

HOW TO VIEW THE MEETING: There is no physical location from which members of the public may observe the meeting. Please view the meeting via the link available at:

<https://www.cityofwatsonville.org/184/Library-Board>

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit written comments by emailing library@cityofwatsonville.org. All comments will be part of the meeting record. Emails received three hours before the meeting may not be uploaded to the Agenda and may not be seen by the Board or staff. They will be added to the agenda the day after the meeting.

HOW TO PARTICIPATE DURING THE MEETING: Members of the public are encouraged to join the meeting through Zoom Webinar from their computer, tablet or smartphone at:

<https://zoom.us/j/94713890714?pwd=NzM2bzJ4dGxpcGVtcG85YkllOU5zQT09>

Meeting ID: 947 1389 0714

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For information regarding this agenda, please call the Watsonville Public Library at (831) 768-3400.

Americans with Disabilities Act



If you wish to attend a meeting and you will require assistance in order to attend and/or participate, please call the Watsonville Public Library at least three (3) business days in advance of the meeting to make arrangements. The City of Watsonville TDD number is (831) 763-4075.



**AGENDA
CITY OF WATSONVILLE
BOARD OF LIBRARY TRUSTEES MEETING**

Opportunity Through Diversity; Unity Through Cooperation.

Thursday, March 18, 2021, 6:00 p.m.

Pages

1. ROLL CALL

Motion to excuse absent Trustees (If any)

Pursuant to Charter Section 900, Paragraph 2.

2. CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one consensus motion. Any items removed will be considered immediately after the consensus motion. The Chair will allow public input prior to the approval of the Consent Agenda.

2.a. MOTION APPROVING MINUTES OF FEBRUARY 18, 2021

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3. ITEMS REMOVED FROM CONSENT AGENDA

4. PRESENTATIONS & ORAL COMMUNICATIONS

This time is set aside for members of the general public to address the Board on any item not on the Agenda, which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Member may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Board will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Member may place matters brought up under Oral Communications on a future agenda.

4.a. ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

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a) SEEDs Outreach - Trustee Muñoz

4.b. ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

- a) Reopening of Library Update
- b) Strategic Work Plan Update
- c) Library Statistics

4.c. COMMENT FORMS

5. UNFINISHED BUSINESS

5.a. POET LAUREATE

- a) Poet Laureate Discussion
- b) Trustees Questions & Input
- c) Public Input
- d) Appropriate Action - Approve Process

6. NEW BUSINESS

6.a. BOARD OF LIBRARY TRUSTESS BYLAWS

22

- a) Staff Report
- b) Trustees Questions & Input
- c) Public Input
- d) Appropriate Action - Approve Bylaws

7. REPORTS

7.a. FRIENDS OF THE LIBRARY

7.b. PROGRAMS

8. ADJOURNMENT

The next Board meeting will be held on Thursday, April 15, 2021

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day and on the City of Watsonville website at <https://www.cityofwatsonville.org/184/Library-Board>

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the Watsonville Public Library (275 Main Street) during normal business hours.

Such documents are also available on the City of Watsonville website at: <https://www.cityofwatsonville.org/184/Library-Board> subject to staff's ability to post the document before the meeting.



BOARD OF LIBRARY TRUSTEES MINUTES
REGULAR BOARD OF LIBRARY TRUSTEES MEETING

February 18, 2021, 6:00 p.m.

Trustees Present:	Trustee Baltazar-Sabbah Trustee Muñoz Trustee Brown Trustee Bañales Trustee Corrigan Trustee Parr
Trustees Absent:	Trustee Medrano Martinez
Staff Present:	Administrative Analyst Martinez Library Director Martinez Assistant City Manager Vides City Clerk Flores

1. OATH OF OFFICE ADMINISTERED BY CITY CLERK TO NEWLY APPOINTED COMMISSION MEMBERS

Trustee Blanca Baltazar-Sabbah, Trustee Diane Muñoz, Trustee Barbara Corrigan and Trustee Don Brown
All commissioners briefly introduced themselves.

2. ROLL CALL

3. CONSENT AGENDA

3.a MOTION APPROVING MINUTES OF NOVEMBER 19, 2020

MOTION: APPROVE MINUTES OF NOVEMBER 19, 2020 AS WRITTEN

Moved by Corrigan

Seconded by Muñoz

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

3.b ELECTION OF OFFICERS

1) Nomination Period for Board of Library Trustee Chair - Library Board Trustee Bañales nominates Library Board Trustee Corrigan as Board of Library Trustee Chair, Trustee Corrigan accepts the nomination.

Public Input - None

MOTION: APPOINT TRUSTEE CORRIGAN AS NEW CHAIR

Moved by Bañales

Seconded by Muñoz

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

2) Nomination Period for Board of Library Trustee Vice-Chair - Library Board Trustee Baltazar-Sabbah nominates Library Board Trustee Muñoz as Board of Library Trustee Vice-Chair, Trustee Muñoz accepts the nomination.

Public Input - None

MOTION: APPOINT TRUSTEE MUÑOZ AS NEW VICE- CHAIR

Moved by Baltazar-Sabbah

Seconded by Bañales

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

4. PRESENTATIONS & ORAL COMMUNICATIONS

4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

Trustee Baltazar-Sabbah is excited that Trustee Bañales has been so dedicated in the process of creating a Poet Laureate for our community, especially after listening to Amanda Gorman, the youngest inaugural poet in U.S. history.

Trustee Muñoz is participating in PVUSD's Early Literacy collaborative as a representative of the County Office of Education. She hopes that the new Watsonville Public Library Children's Librarian will continue to participate in the effort. The collaborative is implementing the curriculum Paso a Paso, which is phenomenal in encouraging students to read and enhance their vocabulary.

Tamara Vides, Assistant City Manager, welcomed the newly appointed Trustees and commended all Trustees for their dedication to the library. She announced that the City would also like to increase their involvement with the Early Literacy Program and will work with the Interim Library Director.

Trustee Muñoz recognized Tamara Vides for her work with PV Save Lives Covid19 Campaign, especially her partnership with the South County Triage.

4.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) Reopening of Library Update

The Interim Library Director explained, as the county is still in the purple tier the library will continue to offer curbside services. The Library Reopening plan presented in September is still in effect with the provision of the dates changing to TBD. We continue to provide provisional services and assist the City with the vaccination sites.

b) Strategic Work Plan Update

Goal 1: Improve the lives of Watsonville's children and families

- We are offering Teen Self Care kits that include a craft and resources on a variety of topics.
- The Literacy Program is offering their first family virtual workshop. The families that participate in the program will receive a kit that includes a craft, book and resource information that promotes early literacy.

Goal 2: Facilitate lifelong learning for all residents

- The hotspot lending service has been a major success with all devices checked out within the first two weeks of the launch date.
- We recently submitted an application for virtual programming for students K-12. We have requested eight laptops, a variety of tech gadgets and photo-editing software. We hope to collaborate with DigitaNest to offer computer classes.

Goal 3: Celebrate the unique diversity and heritage of our community

- The Watsonville Public Library received a collaborative grant, Book into Action with the Santa Cruz Library and Sunnyvale Public Library. Through this grant, the libraries were able to retain the services of Jose Antonio Vargas author of *Dear America: Notes of an Undocumented Citizen*, to host a virtual author talk in the spring. His book will be available in English and Spanish. Trustee Bañales highly recommended his documentary *Documented*. Trustee Brown suggested having a variety of the author's work available prior to the event. The Interim Library Director will pass along the suggestion to the Principal Librarian Watonka Addison as she is leading the program.

- The library was notified that they have been accepted to partake in the community history web-archiving program. This will allow the library to digitize our local history materials and make it available on our webpage.
- We are participating in the LGBTQTIA+ lending library project with the Santa Cruz Library and the Queer Youth Task Force to ensure we have a broad and well diverse collection for this group.
Trustee Brown would like to know how this collection is going to be made available to this group. The collection will be available online or in the library and is searchable by subject headings.

c) Library Budget Update

- The Interim Library Director briefly explained the mid-year budget report and reviewed the library statistics.
Trustee Muñoz requested that a detailed budget and monthly statistics report be included in future agenda packets. These two documents will be included in future agenda packets.

4.c COMMENT FORMS

We have only received book requests through our online suggest an item form.

5. UNFINISHED BUSINESS

5.a POET LAUREATE

a) Poet Laureate Guideline and Timeline

Trustee Bañales explained how she came about the great idea of creating a Poet Laureate in Watsonville. She spoke to the Interim Library Director who began the process of getting approval and creating the Poet Laureate Guideline and Timeline. The Trustees had the opportunity to make suggestions and changes to the Poet Laureate Guideline and Timeline. Once the Trustees have approved the Poet Laureate Guideline and Timeline, the Interim Library Director will present to City Council for approval

b) Trustees Questions & Input

Trustee Bañales would like to know if Freedom residents would be able to apply. Trustee Brown suggested calling it Library Laureate. Trustee Bañales said traditionally it's named after the city. Trustee Baltzar-Sabbah suggested changing it to Pajaro Valley Laureate. Trustee Bañales felt that would be too broad. The Interim Library Director will speak to the Assistant City Manager to determine the zip code areas. Trustee Corrigan asked if there would be a written application. Yes, this will be the next step. Trustee Brown asked if this would be in conjunction with PVUSD or the students will be able to apply. Trustee Bañales responded this would only be for adults but there are cities with Youth Poet Laureate. The Interim Library Director would like to begin with an Adult Poet Laureate and in the future create a Youth Poet Laureate. Trustee Baltazar-Sabbah would like to create a rubric to help define the word significant in the following phrase: Requirements/Qualifications; poets must have achieved a **significant** level of

recognition. The Interim Library Director reminded the Trustees that this document is a starting point that can be modified to suit our needs. Trustee Bañales suggested removing the word significant. Trustee Baltazar-Sabbah recommends creating a document that outlines the Poet Laureate selection process. Trustee Brown suggested creating an Ad hoc committee. The Trustees agreed to continue to be the committee for the Poet Laureate selection.

c) Public Input - None

d) Appropriate Action

Approve the Guideline and Timeline

Appoint Chair to Committee

MOTION: To continue modifying the Guide and Timelines to include a written and application process.

Moved by Baltazar-Sabbah

Seconded by Trustee Brown

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

MOTION: To appoint Trustee Bañales as chair to the Committee

Moved by Corrigan

Seconded by Trustee Brown

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

6. NEW BUSINESS

6.a MOBILE WIFI HOTSPOT LENDING POLICY

a) Staff Report - The Interim Library Director reviewed the documents.

b) Trustees Questions & Input

Trustee Brown asked how long the checkout period is and how many are available. The library has 25 hotspots and the checkout period is three weeks with two renewals if the item does not have a hold. Trustee Corrigan asked if demand for the devices is high. Yes, all devices were checked out within the first two weeks of the launch date. If the demand continues to increase, the Interim Library Director will see if the Friends can purchase another 25 devices.

c) Public Input - None

d) Appropriate Action

MOTION: Approve the Mobile WiFi Hotspot Lending Policy

Moved by Bañales

Seconded by Trustee Brown

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

6.b MATERIALS CIRCULATION POLICY

a) Staff Report - The Interim Library Director briefly explained the minor language changes made to the Materials Circulation Policy.

b) Trustees Questions & Input

Trustee Corrigan asked for how long the devices are checked out. All library materials can be checked out during our curbside and for three weeks. Trustee Muñoz asked if the amount of items checked out at one time was changed. No, the amount of items remains at 30.

c) Public Input - None

d) Appropriate Action

MOTION: Accept the Materials Circulation Policy as presented

Moved by Muñoz

Seconded by Corrigan

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

7. REPORTS

7.a FRIENDS OF THE LIBRARY

No report at this time. The Friends treasurer will be invited to our next meeting to provide a report. Trustee Corrigan would like a list of the current Friends Board. We will have our first virtual Meet & Greet gathering for both commissions and library administration in March.

7.b PROGRAMS

The Interim Library Director highlighted the following programs:

- Virtual film screening of *And Then They Came For Us* by Abby Ginzberg and Ken Schneider followed by discussion featuring Satsuki Ina on February 19th at 4:00 pm.
- Virtual Teen Book club on February 23rd, 4:00 pm discussing the book *Be Dazzled* by Ryan La Sala.

Remember to visit our webpage for more upcoming programs and events.

8. ADJOURNMENT

The meeting adjourned at 7:25 pm

Victoria Bañales, Chair

ATTEST:

Alicia Martinez, Interim Library Director



Let's make your child's dreams come true. Santa Cruz SEEDS is here to help.

Santa Cruz SEEDS is for newborns of Santa Cruz County parents.

We can help you and your child:

- Learn healthy habits
- Achieve goals
- Save money for education after high school

We will open a special savings account for your baby. We can offer up to \$50* to get things started.

The savings built up in this account can later be used for your child to go to college or vocational education programs.

As your child grows, so will the savings account!

Did you know? Children from low-income households with savings for college of just \$1-499 are three times more likely to go to college. They are four times more likely to graduate.

This will give our kids a head start on a bright future — in life and in school.

Together we can help your children reach their educational dreams.

Ready to learn more?

Visit us online at www.santacruzseeds.org or call (831) 200-1719 or email seeds@sccvonline.org



You have questions. We have answers.

Why Santa Cruz SEEDS?

Santa Cruz SEEDS can help you get an early start at saving for your child's higher education. We want to help families keep their kids happy and healthy. We want to help them reach their goals in life.

How does Santa Cruz SEEDS work?

Each child born to Santa Cruz County parents can get a gift of up to \$50 towards their education. Santa Cruz SEEDS will automatically start a special savings account for your child. We will save this money for your child to use for college or vocational education after high school.

Can I see how the account grows?

Yes, you can see how it's doing. Parents can monitor the account online at www.santacruzseeds.org, or give us a call at (831) 200-1719.

How will the account grow?

As your child reaches milestones, our partners will add more money to the account. Our goal is to have the funds reach \$500 by the time your child enrolls in kindergarten. This account will also grow over time through interest and the way the fund is invested.

How will Santa Cruz SEEDS funds be invested?

Santa Cruz Community Ventures, a nonprofit organization, will be in charge of the funds. They will put the money in ScholarShare. ScholarShare is California's 529 college savings plan. The funds will be held in this account for your child.

What costs can be covered by this fund?

After your child graduates from high school, your child will be able to use the funds to continue their education. Your child can go to college or get vocational education at accredited and qualified schools.

What happens if my child doesn't want to go to college?

Funds may be used for many kinds of training, not just college. Your child can use it at any school, including a vocational school, that is accredited and qualified. Your child has until age 26 to use the funds. If the funds are not used by then, the funds will be returned to Santa Cruz SEEDS.

What will it cost me?

Nothing! Santa Cruz SEEDS is free! There are no fees, charges, or hidden costs.

If I take part, will it change the benefits my family gets, like MediCal or CalFresh?

No. The funds are held by Santa Cruz Community Ventures. The funds will help your child in the future. It can't be counted as household income.

What happens if we move?

No problem. It won't matter if:

- Your child changes schools.
- You move to a new city or state.
- You move to another country.

Your child will still be able to use the funds when the time comes. Be sure to tell us each time you move. Email us at seeds@sccvonline.org or call us at (831) 200-1719.



Can I also give money to my child's account?

It's a great idea for parents and other family members to save for your child's future education. You can open your own ScholarShare 529 account. We can help you make that happen. That account will be a different one from the Santa Cruz SEEDS account for your child.

Can I Opt-Out of the program?

Yes. You can email us at seeds@sccvonline.org or call (831) 200-1719.

What is ScholarShare?

ScholarShare is a 529 college savings plan. It is sponsored by the State of California under the State Treasurer's office. It helps people plan for the cost of higher education.

What is a 529 Plan?

A 529 plan is a special savings account you can use to save for college or accredited vocational school programs. You could save this money in other types of accounts. But 529 plans give you benefits if you want to use the money for higher education.

Santa Cruz SEEDS 

Investing in Santa Cruz County Kids' Education & Development



Santa Cruz SEEDS

Investing in Santa Cruz County Kids' Education & Development



What We Do

Since 1989, **Santa Cruz Community Ventures** (SCCV) has worked to build compassionate and equitable local economies that contributes to the region's wellbeing.

We help people understand and use their economic power to create thriving communities, where zip code, gender, race, or age do not dictate income or wealth.

www.sccvonline.org

Wellbeing is impacted by the level and distribution of income and wealth.



Seeding the Future



The Big Idea

Children's Savings Accounts for all newborns in Santa Cruz County

Santa Cruz SEEDS

Investing in Santa Cruz County Kids' Education & Development



Improve childhood development.



Build expectations for higher education.



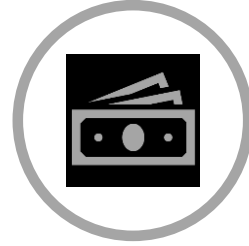
Build dedicated savings for postsecondary education and healthy lifelong financial habits.

www.santacruzseeds.org





AUTOMATIC
ENROLLMENT AT
TIME OF BIRTH
BASED ON VITAL
RECORDS



INITIAL \$25 - 50
SEED. AMOUNT
BASED ON INCOME



ADDITIONAL
PROGRESSIVE
CONTRIBUTIONS
BASED ON HEALTH
AND EDUCATIONAL
MILESTONES*



PARENT DONATIONS
ONLINE OR VIA
CHECK TOWARDS
SAVINGS FOR POST-
SECONDARY
EDUCATION



CUSTODIAL
ACCOUNTS AND 529
PLANS DO NOT
IMPACT PUBLIC
BENEFITS

Overview

Child's SEEDS account

Santa Cruz SEEDS 
Investing in Santa Cruz County Kids' Education & Development

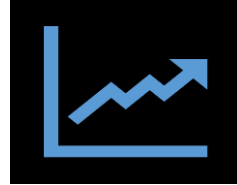
- Earnings grow free from federal tax.
- Can be used for higher education
- Not impacted if parent or child moves out of the region
- Available until the child's 26th birthday

Evaluation: Outputs and Outcomes Highlights



Outputs

- # parents enrolled in monitoring
- # of parent accounts
- # Medi-Cal and CalWORKS participants
- # of children that receive recommended well visits
- # of children that receive recommended vaccines
- % of first dental visits for Medi-Cal
- Annual child socio-emotional screening score
- Maternal depression screenings score



Short-Term Outcomes

- Increased parent expectations of child post-secondary future
- Increase knowledge of college process
- Increased understanding of child development
- Increased understanding of banking and investment opportunities
- Increase use of banking
- Increased confidence in parenting



Medium-Term Outcomes

- Improved child's socio-emotional wellbeing
- Decrease maternal depression
- 40% of low-income families have \$500 in their child's account by first grade (\$500 by 5).
- Community efforts use and reinforce CSA program for wellbeing goals

Questions?

seeds@sccvonline.org

831.200.1719

santracruzseeds.org

Santa Cruz SEEDS 
Investing in Santa Cruz County Kids' Education & Development



WATSONVILLE PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

CITY OF WATSONVILLE CHARTER ESTABLISHING POWERS, DUTIES AND FUNCTION OF THE BOARD OF LIBRARY TRUSTEES

SECTION 910. BOARD OF LIBRARY TRUSTEES:

Established

There shall be a Board of Library Trustees consisting of seven (7) members which shall have the power and duty to:

- (a) Have charge of the administration of City libraries and make and enforce such by-laws, rules and regulations as may be necessary therefore;
- (b) Designate its own secretary;
- (c) Consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the Council and the City Manager;
- (d) Purchase and acquire books, journals, maps, publications and other supplies peculiar to the needs of the library, subject, however, to the limitations of the budget for such purposes. The expenditure and disbursement of funds for such purchases shall be made and approved as elsewhere in the Charter provided;
- (e) Accept money, personal property or real estate donated to the City for library purposes, subject to the approval of the Council;
- (f) Contract with schools, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the Council; and
- (g) Perform such other duties relating to library matters as may be prescribed by the Council not inconsistent with the provisions of this Charter.

BOARD OF LIBRARY TRUSTEES BYLAWS & PROTOCOLS

IDENTIFICATION

This organization is the Board of Library Trustees of the Watsonville Public Library, located in Watsonville California, established by the City of Watsonville; according to the provisions set forth in Section 910 of the City Charter, and exercising the powers and assuming the duties granted to it under said charter.

MEMBERSHIP

Appointments and Terms of Office: The Board shall consist of 7 members appointed by the City Council in accordance with Section 902 of the Watsonville Municipal Code. Terms of service shall be four years or for the unexpired portion of a term when a member is appointed upon resignation of an incumbent. No Board member shall serve more than two consecutive full terms.

Should a Trustee find it necessary to resign their appointment, the Board member is to notify the appointing Council member and submit a letter of resignation to the Board Secretary and/or City Clerk.

Meeting Attendance: Members shall be expected to attend all meetings except as they are prevented by a valid reason.

If a Board member is absent for three (3) consecutive regular meetings of such board, unless excused by motion in such board's official minutes, the board office shall become vacant and shall be so declared by City Council resolution.

Additionally, the City Council may declare by resolution a board office vacant if a board member has two (2) unexcused absences within a one year period of time.

ELECTION OF OFFICERS

In accordance with Section 904 the Board shall, as soon as practical following the first day of January, elect from their members a Chairperson and a Vice-Chairperson. The term of office shall be for one year.

Any member may nominate a candidate from the membership for the position of Chairperson or Vice-Chairperson; nominations need not be seconded.

An election takes effect immediately following the completion of business, but the new officers assume office at the next regular meeting.

Should a vacancy occur for any reason in the office of Chairperson or Vice-Chairperson prior to the next annual election of officers, a special election shall be held to fill that office for the duration of the unexpired term.

DUTIES OF OFFICERS

The Chairperson shall preside at all regular meetings and hearings, and shall call all special meetings of the Board. The Chairperson shall decide on all points of order and procedure during the meetings; and his/her decisions shall be final unless overruled by a majority of the members present.

The Chairperson shall sign all official copies of minutes of meetings upon approval of the same. The Vice-Chairperson shall assume all duties of the Chairperson in his or her absence or disability.

In case of the absence of both the Chairperson and Vice-Chairperson from any meeting, an acting Chairperson shall be elected from among the members present.

The Board Secretary, a member of the Staff of the City Library Department, shall receive and record all exhibits, petitions, documents or other materials presented to the Board in support of, or in opposition to, any question before the Board and shall prepare such reports, studies and recommendations as may be necessary to assist the Board in the conduct of its business.

MEETINGS

Regular Meetings: The regular meetings of the Board shall be held on the third Thursday of each month, beginning at 6:00pm in the Meeting Room of the Watsonville Public Library. Variances in meeting start times will be noted on meeting agendas and posted accordingly per the Brown Act. In the event that the scheduled date for a regular meeting falls on a holiday or it has been determined that a quorum will not be present, then the Secretary shall determine the next available meeting date.

Any regular meeting may be adjourned, or any item on the agenda may be continued, to the next or any subsequent regular meeting of the Board. If a meeting be adjourned, or an item continues to a special or adjourned regular meeting to be held on other than a regular meeting date, the time, place and date of such special meeting shall be specified in order of continuance or adjournment.

Special Meetings: May be called by the Chairperson, Library Director, or a majority of the members at a time, date and place specified in agenda. Notice of such special meetings shall be given as required by law; and the purpose of, or the business to be transacted during, such special meeting shall be stated in the notice.

Open Meetings Law Compliance: All regular, work session, special, and adjourned meetings of the Board shall be open meetings to which the public and the press shall be admitted.

Parliamentary Authority: The rules contained in *Robert's Rules of Order*, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in

which they are not inconsistent with these bylaws and any statutes applicable to this Board.

QUORUM

A quorum shall consist of four (4) members of the Board present for all matters in person or remotely (in real time) with the use of technology.

Absence of Members: In the absence of a quorum at any meeting, such meeting may be adjourned to the next regular meeting date by any member present; or, no member be present, by the Secretary of the Board. No meeting may be declared adjourned for lack of a quorum until a 15-minute period after the scheduled time of the meeting has elapsed.

VOTING

A majority vote of the members present four (4) shall be required to carry a motion, proposal or resolution.

AGENDAS

Placing an Item on the Agenda

Items may be placed on the Board's agenda by staff, the Board by consensus or by a single Board member. Staff places items on the agenda in accordance with the department's mission and City of Watsonville's Strategic Plan.

All Board Agenda items must be noticed in the print media 72 hours prior to the meeting in accordance with the requirements of the Brown Act, to be discussed. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. A copy of the current agenda shall be posted in the library, and City Administration offices.

Board members may place an item on the Board's agenda by making a request:

- (a) At a board meeting under Oral Communications, briefly describing their reason for the request. The item will be placed on the Board's next regular meeting.
- (b) Of the Chairperson who shall then advise the Board Secretary to place the item on the agenda.

It is suggested that if an issue of a policy nature needs to be raised and discussed, that item should be placed on the Board Agenda to allow full Commission input on the importance of studying or further discussing the issue in relation to the overall work program of the Department and City of Watsonville Strategic Plan. Board members are encouraged to discuss policy issues with the Library Director prior to placing the item on the agenda.

THE AGENDA FORMAT

Board Agendas are divided in the following sections:

1. Roll Call

Attendance is taken to determine if a quorum is present.

2. Consent Agenda

The Board will approve items deemed customary in nature, including meeting minutes of the previous meeting(s). This information is recorded. Minutes are sent to the City Clerk's Office for distribution to the City Council.

3. Presentations & Oral Communications

The Communications section is divided into three parts:

- (a) Oral Communications from the Public & Trustees
- (b) Oral Communications from the Library Director
- (c) Comment Forms

4. Unfinished Business

This section of the agenda is for items which have been discussed previously, but the Board has not made a final determination as to a course of action such as recommending approval, adopting a motion of approval, or denying approval. The Board may adopt a motion or a resolution depending upon the nature of the item. Items, which are advisory to another Commission or the City Council, will be made by Resolution of the Board. Motions most often direct staff to a course of action or relate to issues pertaining solely to the Board. The Board will encourage public input on items of unfinished business.

5. New Business

This section of the agenda is for items which have not been discussed previously, and the Board will need to act to approve or not a particular item of business. Board action could include adoption of a resolution, passing of a motion, or directing staff to provide additional information, if necessary. The Board will encourage public input on new business items.

6. Reports

- (a) Friends of the Library
- (b) Programs

7. Adjournment

This section will advise the Commission of the next scheduled meeting date and time.

Committees

All standing or special committees of the Board, which may be deemed necessary to carry out the functions and purposes of the Board, shall be established by the Chairperson or by vote of the majority of the Board.

The Board shall make all committee assignments and appoint the Chairperson of each committee.

Board committees may make a verbal or written report at any meeting of the Commission. The Chairperson or member of a committee shall present the report on the subject under consideration by such committee. Each committee shall establish its own quorum upon appointment.

Conflict of Interest

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Watsonville Public Library in which they have a direct or indirect financial interest.

A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Amendments

These Bylaws may be amended from time to time as the need may arise, by resolution adopted by the favorable vote of a majority of the full membership of the Board.

Adoption

Immediately upon a favorable vote of not less than majority of the full membership of the Board, these Bylaws shall become in full force and effect, thereby invalidating any and all provisions adopted by Bylaws, policies or procedures which may be totally, or in part, in conflict herewith.

The Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Watsonville, nor shall they preclude the preparation and adoption of further procedural manuals, and policies by which the Board may direct its activities.

APPROVED:

Chairperson

Vice-Chairperson

ATTESTED:

Library Director

APPROVED AS TO FORM:

Alan J. Smith, City Attorney

Adopted February 18, 1999
Revised January 15, 2004
Revised March 2021