

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 Muñoz, 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>

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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, May 20, 2021, 6:00 p.m.

Pages

1. ROLL CALL

Motion to excuse absent Trustees (If any)

Pursuant to Charter Section 900, Paragraph 2.

2. 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.

2.a. ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

2.b. ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

- a) Reopening of Library Update
- b) 2YR Budget Update
- c) 3rd Quarter Library Sales Tax Revenue
- d) LFA Third Amendment to the Joint Exercise of Powers Agreement
- e) Strategic Work Plan Update
- f) Toni Notar's Retirement

2.c. COMMENT FORMS

3. 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.

3.a. MOTION APPROVING MINUTES OF APRIL 15, 2021

4. ITEMS REMOVED FROM CONSENT AGENDA

3

5. UNFINISHED BUSINESS

5.a. POET LAUREATE

7

- a) Poet Laureate Guideline & Timeline
- b) Trustees Questions & Input
- c) Public Input
- d) Appropriate Action
Approve the Guideline & Timeline and Application

5.b. BOARD OF LIBRARY TRUSTEES BYLAWS

11

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

6. NEW BUSINESS

7. REPORTS

7.a. FRIENDS OF THE LIBRARY

7.b. PROGRAMS

8. ADJOURNMENT

The next Board meeting will be held on June 17, 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

April 15, 2021, 6:00 p.m.

Trustees Present: Trustee Blanca Baltazar-Sabbah
Member Baltazar-Sabbah left the meeting at 7:12 pm
Trustee Don Brown
Trustee Victoria M. Bañales
Trustee Barbara Corrigan
Trustee Joyce Parr

Trustee Absent: Trustee Diane Muñoz
Trustee Providence Medrano Martinez

Staff Present: Library Directo Alicia Martinez
Administrative Analyst Luz Martinez
Principal Librarian Watonka Addison
Circulation Manager Alex Chavez
Assistant City Manager Tamara Vides
City Clerk Beatriz Flores

1. ROLL CALL

2. REORDER AGENDA ITEM

MOTION: To move New Business Item 5.a BOARD OF LIBRARY TRUSTEE BYLAWS to the first item on the agenda.

Moved by Trustee Baltazar-Sabbah

Seconded by Trustee Brown

AYES (5): Trustee Baltazar-Sabbah, Trustee Brown, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSENT (2): Trustee Muñoz, and Trustee Medrano Martinez

Carried (5 to 0)

3. NEW BUSINESS

3.a BOARD OF LIBRARY TRUSTEES BYLAWS

a) Staff Report

Assistant City Manager Tamara Vides and City Clerk Beatriz Flores thoroughly explained each section of the Board of Library Trustees Bylaws.

b) Trustees Questions & Input

All Library Board Trustees had the opportunity to have their questions answered during the presentation by the appropriate staff member.

c) Public Input

No public comment

d) Appropriate Action - Approve Bylaws

MOTION: To adopt and approve the Board of Trustee Bylaws incorporating a yearly review, gender-neutral language and a section on training as discussed during the meeting.

Moved by Trustee Brown

Seconded by Trustee Baltazar-Sabbah

MOTION DISCUSSION: Trustee Baltazar-Sabbah and Trustee Brown would the bylaws to include a section regarding formal training on how to conduct a meeting.

AYES (5): Trustee Baltazar-Sabbah, Trustee Brown, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSENT (2): Trustee Muñoz and Trustee Medrano Martinez

Carried (5 to 0)

4. CONSENT AGENDA

4.a MOTION APPROVING MINUTES OF MARCH 18, 2021

MOTION: Approve minutes of March 18, 2021 as written.

Moved by Trustee Brown

Seconded by Trustee Parr

AYES (4): Trustee Brown, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSTAINED (1): Trustee Baltazar-Sabbah

ABSENT (2): Trustee Muñoz, and Trustee Medrano Martinez

Carried (4 to 0)

5. PRESENTATIONS & ORAL COMMUNICATIONS

5.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

Trustee Bañales invited all Trustees to attend the Journal X inauguration on Friday, May 7th at 6:00 pm via Zoom (flyer was also emailed).

Trustee Baltazar-Sabbah informed the Trustees about a COVID19 vaccination clinic for community educators, childcare providers and farmworkers located at Sequoia

High School on Sundays. She will email the detailed information to the Trustees. She also mentioned that the Santa Cruz County Office of Education has partnered with all the school districts in the county to provide COVID19 vaccines to students 16 years and older.

Trustee Brown announced Second Harvest distributes food every other Friday at different locations. He will provide a calendar of dates and locations to the Interim Library Director for distribution.

5.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) Reopening of Library Update

The Interim Library Director shared the reopening Library Plan. She briefly explained all the precautions the library has taken, as now the entire first floor of the library is open for use including the children's computers. Beginning May 3rd we will expanding browsing and computer lab services on the second floor. The public has been extremely grateful for all the services we have offered during these difficult times.

Limited in-person services at Freedom Branch will begin in June.

b) Strategic Work Plan Update

The Interim Library Director attended a Strategic Plan Retreat with the City Council, Department Heads and a consultant to develop a new two year Citywide Strategic Plan. The Interim Library Director along with the administration team will identify goals, objectives and measurable outcomes that align with the city's six priorities. The Interim Library Director will share with Trustees for review.

c) Statistics

The Interim Library Director presented the library's monthly statistics; a copy will be emailed to Trustees.

The library received a \$12,000 grant from California State Library to provide innovative technology programs for youth.

The City received the results of the community wide survey conducted by Great Blue. The results demonstrated that nearly all respondents either strongly agreed or somewhat agreed that the Watsonville Public Library contributes to positive quality of life and lifelong learning (98%). Also nine out ten respondents agreed that the library is important to the vitality of the area and integral part in educating youth.

5.c COMMENT FORMS

We have not received written comments forms but various individuals have verbally expressed how grateful they are that we are partially open.

6. UNFINISHED BUSINESS

6.a POET LAUREATE

a) Poet Laureate Discussion

The Interim Library Director shared the updated Poet Laureate application and the application for Poet Laureate committee members with Trustees for review. Trustees will review documents for approval at the May meeting.

b) Trustees Questions & Input

The Trustees will agreed to revise the timelines. At this time, the application is for an Adult Poet Laureate; in the future, we will have a Youth Poet Laureate.

c) Public Input

No public comment.

7. REPORTS

7.a FRIENDS OF THE LIBRARY

The Librarians are preparing their programming budget proposals for the Friends May meeting.

7.b PROGRAMS

The Interim Library Director and Watonka Addison, Principal Librarian briefly announced the various upcoming programs such as Financial Literacy, Poetry Contest, Book to Action, Summer Reading Program and many more. For more information on these add all library services visit our website and subscribe to the library newsletter.

7.c OPPORTUNITY TO READ

Toni Notar, Literacy Coordinator presented a detailed power point presentation describing the Opportunity to Read Literacy Program.

8. ADJOURNMENT

The meeting adjourned at 7:45 PM

Barbara Corrigan, Chair

ATTEST:

Alicia Martinez, Interim Library Director



Watsonville PUBLIC LIBRARY

Poet Laureate Guideline and Timeline

The Board of Library Trustees of the Watsonville Public Library approved the establishment of the position of the City of Watsonville Poet Laureate, commencing in January 2022, to elevate the art of poetry in the City of Watsonville and to help celebrate the literary arts.

Oversight: The Watsonville Public Library will establish a City Poet Laureate Committee that includes: a representative from the Library Board, a Library Staff member and three members-at-large from the community who are interested in supporting the role of the Poet Laureate in Watsonville. The City Poet Laureate Committee will review and vet the applications/nominations and recommend City Poet Laureate nominees to the Library Director.

Appointment: The Mayor will appoint the City Poet Laureate via a proclamation at a city council meeting.

Nominations: Individuals can nominate themselves or be nominated by other city residents through an online application made available by the public library. The application form will include contact information for the poet (mailing address, phone number and email address).

Eligibility Criteria/Qualifications:

- The Poet Laureate will be available to serve a two-year term.
- The individual will be a current Watsonville/Freedom resident who has lived in the city for no less than one year, and continue to live in the city throughout the appointment.
- The individual must have achieved a level of recognition through one of the following:
 - a) published book(s) (excluding self-published and vanity presses),
 - b) a variety of journals and media,
 - c) events/community involvement,
 - d) have received recognition in the field, and/or
 - e) demonstrate literary excellence.
- The poet must have demonstrated a commitment to and a passion for promoting awareness of poetry and whose work (literary or otherwise) demonstrates a commitment to social justice, equity, and diversity.
- The individual must be 18 years of age and older.

Duties:

- Represent the City of Watsonville and the art of poetry through outreach.
- Act as a resource for poetry and literary activities of the Watsonville Public Library.
- Read poems at ceremonial events (examples could include at the unveiling of a new building or bridge that will benefit the community), at City Council or other public meetings.
- Champion the art of poetry and the spoken word in the city in person and on social media.
- Encourage appreciation of the art form and creative expression by a wide-range of city residents, including youth.
- Celebrate the city's cultural heritage
- Attend literary and other cultural events in the city as appropriate.
- Able to give 5-10 public readings and workshops that are free and open to the public, including visits to schools and/or events for young people.

Length of term: Two years, renewable for another two years.

Honorarium: \$2,000 for two years

Timeline:

June 1— Call for nominations

July 1— Call for committee members

September 1— Deadline for nominations to be received

October— City Poet Laureate Committee meets to select finalists

November— City Poet Laureate recommendations submitted to the Library Director

December— City Poet Laureate Committee selects City Poet Laureate

January— City Poet Laureate notified and public announcement planned

Approved by Library Board: Approved 15, 2021



Watsonville PUBLIC LIBRARY

POET LAUREATE APPLICATION (2022-2024 Term)

DEADLINE: September 1, 2021

It is the intent of the Board of Library Trustees to appoint a Watsonville Poet Laureate who will provide a focus for the appreciation and dissemination of poetry in Watsonville, promote the appreciation and knowledge of poetry among our youth, and act as spokesperson for the growing number of poets and writers in the City of Watsonville.

Applicant must be 18 years or older and a resident of Watsonville or Freedom.

Name: _____

Address: _____

Primary Phone: _____ Work Phone: _____

E-mail: _____

Please attach the following:

- 1) A resume that includes evidence of a significant body of the poet's original work, whether published, self-published or unpublished;
- 2) A 2-page personal statement that includes the applicant's: 1) evidence of a history of advocacy for poetry, 2) commitment to diversity, equity, and inclusion, 3) involvement in or connection to the Watsonville community, 4) goals and vision as Watsonville Poet Laureate, 5) availability for the two-year term.;
- 3) Poetry samples from the applicant, not to exceed ten pages;
- 4) Two personal or professional letters of reference (not including Poet Laureate Selection Committee members) who can comment about the applicant's contributions to the creative arts and/or community;
- 5) Proof of current residency in Watsonville/Freedom (a copy of utility bill, phone bill, etc.)

Applicant Signature: _____ Date: _____

Please return completed applications to Alicia Martinez, Library Director,
275 Main St. Suite 100, Watsonville, CA 95076

Applications may also be emailed to alicia.martinez@cityofwatsonville.org

Please note that your completed application is a public document that may be included in a Library Board meeting agenda packet. It will also be available to members of the public upon request.



Watsonville PUBLIC LIBRARY

POET LAUREATE COMMITTEE APPLICATION

It is the intent of the Board of Library Trustees that the committee be composed of a representative from the Library Board, a Library Staff member, and three members-at-large from the community who are interested in supporting the role of the Poet Laureate in Watsonville.

Applicant must be a resident of Santa Cruz County.

Deadline is August 31, 2021

Name: _____

Address: _____

Primary Phone: _____ Work Phone: _____

E-mail: _____

Please submit proof of current residency in Santa Cruz County (i.e., utility or phone bill) and a 2-page statement on a separate sheet that includes the following:

- Interest: Describe your goals and objectives for your term of office, explaining your desires to serve.
- Poetry: Describe your appreciation of and/or interest in poetry.
- Education/Work: Include the name of institution(s) and discipline(s) studied and/or prior governmental and nongovernmental experience.
- Committee: Include any city/county/state committees or commissions on which you have served. Describe their function, where, when, and how long you served.
- Community: Include any community groups or organizations you are or were affiliated with, as well as any office you hold or previously held.

Applicant Signature: _____

Date: _____

Please return completed applications to Alicia Martinez, Library Director,
275 Main St. Suite 100, Watsonville, CA 95076

Applications may also be emailed to alicia.martinez@cityofwatsonville.org

Please note that your completed application is a public document that may be included in a Library Board meeting agenda packet. It will also be available to members of the public upon request.



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 seven (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 Library Director 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 (Pursuant to Section 900 of the City of Watsonville Charter).

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 (Council Protocols).

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 Chair and a Vice-Chair. The term of office shall be for one year.

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

Election takes effect at the beginning of the agenda, new officers assume office immediately.

Should a vacancy occur for any reason in the office of Chair or Vice-Chair 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 Chair shall preside at all regular meetings and hearings, and shall call all special meetings of the Board. The Chair shall decide on all points of order and procedure during the meetings: and the decisions shall be final unless overruled by a majority of the members present.

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

In case of the absence of both the Chair and Vice-Chair from any meeting, an acting Chair 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 Council Chambers or other accessible community room as necessary. If the business of the Board so warrants, the Library Director, with the consent of the Chair, may call for the Board meeting to be held at such other time as may be deemed appropriate. 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 Library Director 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 Chair, Library Director, or a majority of the members at a time, date and place specified in the 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.

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. As stated in the rules contained in the Watsonville Municipal Code, Chapter 1 Article 1.

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

Parliamentary Authority: The rules contained in the Watsonville Municipal Code Section 2-.113, shall govern the parliamentary procedure of the meetings. Typically, after a staff report is received by the Library Board and a recommendation is made by staff, any Board Member can make a motion to approve, modify, or reject. After a motion is made and seconded the Board will discuss the motion and a vote will be called by roll call.

A majority vote of the members present four (4) shall be required to carry a motion, proposal or resolution; per the rules contained in the Watsonville Municipal Code, Chapter 1 Article 1.

AGENDAS

Library Board Agendas will be prepared per the rules contained in the Watsonville Municipal Code, Chapter 1 of Article 1.

Placing an Item on the Agenda

Items may be placed on the Board's agenda by staff, or by the Board in consultation with the Library Director and Board Chair. Commonly, Library staff place items on the agenda in accordance with the department's mission and City of Watsonville's Strategic Plan.

All matters discussed at the meeting must be noticed in the print media 72 hours prior to the meeting in accordance with the requirements of the Brown Act.

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 agenda shall be posted at the City's Agenda Board, Website and at the location where the meeting is being held.

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. 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

3. 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.

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 the 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 Board 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 Chair or by vote of the majority of the Board.

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

Board committees may make a verbal or written report at any meeting of the Commission. The Chair 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 a 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:

Chair

Library Director

CC: City Clerk's Office for filing

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

Note: Library Board of Trustees to review bylaws and duties at the first scheduled board meeting of the calendar year.