



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