



LIBRARY BOARD OF TRUSTEES POLICY

BYLAWS

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the Escondido Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the Escondido Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965.

ARTICLE II. MISSION AND PURPOSE

The primary mission of the Escondido Public Library Board of Trustees is to be vocal and energetic advocates for the essential services that the Escondido Public Library provides to our community and to give sound and timely advice and counsel to the Escondido City Council and the Director of Library and Community Services on the development of plans, policies and programs that are responsive to community needs and desires. Areas of focus include:

- Reviewing and approving policies and fees recommended by staff;
- Recommending long-range plans regarding facilities, staff and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions;
- Generating public support and participation in library programs; and
- Determining expenditures of library trust funds.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees:

The Escondido Public Library shall be overseen by a Board of Library Trustees, consisting of five members, to be appointed by the Mayor of the City of Escondido, with the consent of the City Council. Appointees must reside or work within the General Plan area of the City of Escondido.

Section 3.2 Term of Office:

The Trustees shall hold office for three years. Rotations of terms is such that one of their number shall go out of office at the end of the one fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter.

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Section 3.3 Vacancies:

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

Section 3.4 Compensation:

All Board members shall serve without compensation, except for the reimbursement of expenses related either to the business of the Board or to the training of members.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings:

The Library Board of Trustees shall meet on the second Thursday of each month at 2:00 p.m. in the City Council Chambers, City Hall, 201 N. Broadway, Escondido, California, or at a time determined by three members of the Board.

Section 4.2 Special Meetings:

Special meetings may be called at any time by three Trustees, by written notice served upon each member at least 72 hours before the time specified for the proposed meeting. Special meetings must be noticed to the public at least 72 hours before the meeting time, as required by the Ralph M. Brown Act.

Section 4.3 Meetings Open to the Public:

All meetings, including subcommittees, task force, ad hoc committee, etc., of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Quorum:

Three members of the Board shall constitute a quorum for the transaction of business.

Section 4.5 President and Secretary:

The Board shall elect one of its number President and one as Secretary, who shall serve for one year and until their successors are elected. Election of the two officers shall take place at the May meeting.

Section 4.5.1. Duties of the President and Secretary:

The President shall preside at meetings and may appoint members to special committees. The Secretary shall certify Board minutes and shall preside at meetings in absence of the President.

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Section 4.6 Agenda:

The agenda for Board meetings is set by the Director of Library and Community Services with input from the Board. Any Board member may request that an item be placed on the agenda; such requests shall be made to the Director of Library and Community Services. The Director of Library and Community Services will review the proposed agenda with the President of the Board at least one week before the meeting date.

Section 4.7 Record of Proceedings:

The Board shall cause a proper record of its proceedings to be kept and shall send a certified copy of the approved minutes of each meeting to the City Clerk of the City of Escondido.

Section 4.8 Parliamentary Procedure:

The current edition of Robert's Rules of Order, when not in conflict with these Bylaws, shall govern the proceedings of the Board.

Section 4.9 Attendance:

Failure of Trustees to regularly attend meetings often results in inefficient and nonproductive meetings for other Trustees, library staff and the public. As a result, each Trustee shall affirm his or her personal appearance at the next upcoming meeting to the Library Director or his/her designee no later than 48 hours before the time set to start the meeting. The Library Director shall provide reasonable and convenient means for the Trustee's notice of attendance and if necessary, make the necessary accommodations for a remote appearance by the Trustee as per Government Code section 54953 (b) (1). The Library Director shall provide notice to the full Board of the expected attendance and/or absence of all Trustees at the upcoming meeting no later than 3:00 p.m. that same day.

A Trustee's failure or refusal to either affirm attendance as required, or without prior notice and reasonable excuse for the absence to attend 4 regularly scheduled meetings in a calendar year and/or 3 consecutive regularly scheduled meetings in a row, shall be deemed a Proposed Resignation from the Board. This attendance rule does not apply to Special Meetings.

The Board shall then agendaize for discussion at its next regularly scheduled meeting the following month, the Trustee's attendance issue and Proposed Resignation and vote to either accept or reject the Proposed Resignation. The Trustee shall have a full opportunity to explain the circumstances giving rise to the past pattern of attendance and Proposed Resignation and seek an excuse from the attendance requirements set forth in these Bylaws. The Board has discretion to establish relief from the attendance requirements as it deems appropriate.

A vote to accept a Proposed Resignation removing a Trustee shall only pass with a unanimous vote of the remaining Trustees. An accepted resignation from the Board

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will constitute a vacancy, which shall be filled pursuant to Section 3.3 of these Bylaws.

ARTICLE V. POWERS AND DUTIES OF THE BOARD

Section 5.1 Administration of Trusts and Disposal of Property:

The Library Board of Trustees may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Section 5.2 Purchases Made on Behalf of the Board:

The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property, which provides information or assistance to execute the functions of their positions as Library Trustees, using Library Trust funds, with approval of a majority of the Board. When not in use, these materials will remain accessible to the Trustees in the Library Board Room.

Section 5.3 Purchase of Real Property, and Erection of Rental and Equipment of Buildings or Rooms:

The Library Board of Trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

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Section 5.4 Interlibrary and non-resident loans.

The Library Board of Trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the Board may prescribe.

Section 5.5 Incidental Powers of Board:

The Library Board of Trustees may do and perform any and all other acts and things necessary or proper to carry out their duties.

Section 5.6 Annual Report:

The Library Board of Trustees with the assistance of the Director of Library and Community Services shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the Library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the Board of Trustees or the Director of Library and Community Services, contain such statistical and other information as is deemed desirable by the State Librarian.

ARTICLE VI. SUPPORT OF THE ESCONDIDO PUBLIC LIBRARY

Section 6.1 Disposition of Gifts and Bequests:

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the Library, shall be apportioned to a fund to be designated the Library Trust Fund, and shall be held in the City's Capital Improvement Program fund until allocated into the Library's Capital Improvement Program budget by City Council action. The expenditure of the allocated funds will be determined by the Director of Library and Community Services, with the Board of Trustees' approval to the purposes authorized in these Bylaws.

Section 6.2 Gifts and bequests that may not be paid into Library Trust Fund.

If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

ARTICLE VII. GOVERNANCE OF THE LIBRARY

Section 7.1 Library Free to Inhabitants and Taxpayers:

The Escondido Public Library shall be forever free to the inhabitants and nonresident taxpayers of the state of California, subject always to such rules, regulations, and Bylaws as may be made by the Library Board of Trustees. Any

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person who violates any rule, regulations, or Bylaw may be fined or excluded from the privileges of the library.

Section 7.2 Contracting with Other Municipalities or County.

The Library Board of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the county in which the Escondido Public Library is situated, may contract for lending the books of the Library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

Section 7.3 Title to Property:

The title to all property acquired for the purposes of the Escondido Public Library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the Library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

Section 7.4 Rules, Regulations and Bylaws:

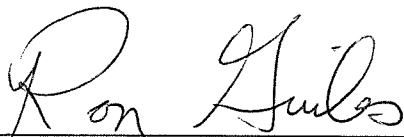
The Library Board of Trustees may make and enforce all rules, regulations, and Bylaws necessary for the administration, government, and protection of the Escondido Public Library and any or all of its branches/extensions (when appropriate) under its management, and all property belonging thereto.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 Amendments to the Bylaws:

Amendments to these Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or 3 votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

Adopted by the Escondido Public Library Board of Trustees on March 9, 2000; revised November 8, 2007; revised August 6, 2015; revised January 14, 2016, revised April 19, 2018, revised August 14, 2018, revised September 13, 2018, revised March 14, 2019.



Ron Guiles, President
Library Board of Trustees