

# STAFF REPORT



ITEM NO. 15  
CITY OF OCEANSIDE

---

DATE: February 27, 2013  
TO: Honorable Mayor and City Councilmembers  
FROM: Library Department  
SUBJECT: **APPROVAL OF BYLAWS AND BIENNIAL 2013-2015 WORKPLAN FOR THE LIBRARY BOARD OF TRUSTEES**

## **SYNOPSIS**

Staff and the Library Board of Trustees recommends that the City Council approve the Bylaws; and the Biennial 2013-15 Workplan for the Library Board of Trustees.

## **BACKGROUND**

In December 1904, the City of Oceanside's Library Board of Trustees was established by the Oceanside Code Article VI, with powers as prescribed by the State of California Education Code. The Library Board consists of five (5) voting Trustees. Board members are each appointed by the Mayor with the approval of the City Council to serve terms of three (3) calendar years. The role of the Trustees is to manage Library operations and make rules and regulations regarding Library hours, services, and materials placed in the Library. The Trustees set policy and give direction for Library services in the City, review and approve the proposed Library budget for submission to the City Council monitor expenditures, and authorize payments from the Library fund.

The Library Board is responsible for ensuring that the Library serves the needs of a diverse community, and to that end, defends the principles of individual freedom to read, view and hear. Library Trustees represent the community's interest, and are important advocates for Library services.

## **ANALYSIS**

The Library Board of Trustees created Bylaws to outline formal rules of conduct and authority for Library Board members. The Bylaws set forth the policies that govern the way the Library Board of Trustees conducts its business. The submitted Bylaws are similar to all of the City's Advisory Groups bylaws.

As specified in the Library Board of Trustees Bylaws *Section 5.2 Presentation of Library Board Workplan*, the Library Board of Trustees will develop a workplan for review by the City Council every other year. The workplan outlines Board goals and objectives for the

following two years. The development and review of future workplans has been integrated into the Library's Strategic Plan.

On January 28, 2013, the Library Board of Trustees approved the Biannual 2013-2015 Workplan as attached. The Biannual 2013-2015 Workplan focuses on objectives and tasks within the framework of the Library's Strategic Plan 2013-2015.

**FISCAL IMPACT**

There is no fiscal impact for either the Library Board of Trustees Bylaws or Workplan, beyond the staff cost to support the Board and related projects. Costs associated with implementation of elements of the Workplan will be brought to Council as needed for authorization.

**COMMISSION OR COMMITTEE REPORT**

The Library Board of Trustees reviewed and unanimously approved the Bylaws and the Biannual 2013-2015 Workplan on January 28, 2013.

**CITY ATTORNEYS ANALYSIS**

The Bylaws have been reviewed and approved as to form. City Attorney analysis does not apply to the Workplan.

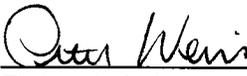
**RECOMMENDATION**

Staff and the Library Board of Trustees recommends that the City Council approve the Bylaws; and the Biannual 2013-15 Workplan for the Library Board of Trustees.

PREPARED BY:

  
\_\_\_\_\_  
Sherri Cosby  
Library Director

SUBMITTED BY:

  
\_\_\_\_\_  
Peter A. Weiss  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

  
\_\_\_\_\_

**ATTACHMENTS**

Bylaws for the Library Board of Trustees  
Biannual 2013-15 Workplan for the Library Board of Trustees

BYLAWS OF THE CITY OF OCEANSIDE  
LIBRARY BOARD OF TRUSTEES  
Pursuant to the California Education  
Code 18900-18965

ARTICLE I. THE LIBRARY BOARD OF TRUSTEES

Section 1.1 The Library Board of Trustees

The name of the Board shall be the "City of Oceanside Library Board of Trustees." (hereinafter referred to as "The Library Board")

Section 1.2 Mission Statement

The Library Board works to support and promote the mission of the Oceanside Public Library: To engage, inform, connect, and inspire

Section 1.3 Role of the Library Board Trustee

The role of the Library Board Trustee is to oversee Library operations and approve rules and regulations regarding Library hours, services and materials placed in the Library. The Trustees set policy and provide directions for Library services in the City, make recommendations on the budget to the City Council, review and approve the proposed Library budget for submission to the City Manager, monitor expenditures and authorize payments from the Library fund.

Library Trustees represent the community's interest and are important advocates for Library services. This advocacy involves participation in employee celebrations, occasional City Council meetings, community celebrations sponsored by the Library, and activities supported by the Friends of the Oceanside Public Library.

The Library Board is also responsible for ensuring that the Library serves the needs of our diverse community. To that end, the Library Board of Trustees defends the principles of individual freedom to read, view and hear, and supports the Library Bill of Rights as adopted by the American Library Association.

## ARTICLE II. MEMBERSHIP

### Section 2.1 Board Structure

The Library Board shall consist of five (5) voting Trustees.

### Section 2.2 Terms of Membership

The Library Board of Trustees are each appointed by the Mayor with the approval of the City Council to serve terms of three (3) calendar years.

### Section 2.3 Resignation

Any Library Board Trustee may resign at any time by giving written notice to the Mayor and to the President of the Library Board. Any such resignation shall be effective upon receipt, or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

### Section 2.4 Termination of Membership

Library Board Trustees serve at the pleasure of the City Council and may be removed during a term. Membership on the Library Board shall automatically be terminated by any of the following occurrences:

- a. The Library Board Trustee has three (3) unexcused absences per calendar year from regular Board meetings without cause and/or without notifying the President or Library staff.
- b. The Library Board Trustee has a less than 60% attendance record each calendar year (including excused and unexcused absences).
- c. The Library Board Trustee fails to complete and submit required financial interest disclosure forms to the City Clerk's Office by the specified due date.

### Section 2.5 Vacancy

When a vacancy occurs, the Mayor shall appoint an applicant to fill the vacancy subject to the provisions and appointment procedures outlined in Chapter 2, Article 2.1 of the City Code. Vacancies will be filled as expeditiously as possible.

## ARTICLE III. OFFICERS

### Section 3.1 Officers

The offices of the Library Board shall consist of a President, a Vice-President, and a Secretary.

### Section 3.2 President

The President shall preside at all meetings of the Library Board and shall work with the Library Director or designee, and the Recording Secretary who service the Library Board to submit such agendas, recommendations, and information at meetings that are reasonable and proper for the conduct of Library affairs and Library policies of the Library Board. The President is the designated liaison with other Board members with respect to administration of Article II of these Bylaws.

### Section 3.3 Vice-President

The Vice-President shall perform the duties of the President in the absence of the President. In the event of the resignation, death, or removal of the President, the Vice-President shall assume the President duties until such time as the Library Board shall elect a new President, pursuant to Section 3.6 in these Bylaws concerning vacancies.

### Section 3.4 Secretary

The Secretary monitors invoices ready for payment and, if in order, submits them to the Library Board at the monthly Library Board meeting with a recommendation that they be approved for payment.

### Section 3.5 Election of Library Board Officers

The President, Vice-President and the Secretary shall be elected at the January regular Board meeting. Each shall hold office for a term of one (1) year. An Officer may serve successive terms of office.

### Section 3.6 Officer Vacancies

Should the Office of President, Vice-President or Secretary become vacant, the Library Board shall elect a successor from among its members at the next regular or special meeting who shall hold the office for the unexpired term.

## ARTICLE IV. MEETINGS

### Section 4.1 Regular Meetings

Regular meetings shall be held monthly, however, it is understood that additional meetings may be necessary in order to accomplish Library Board business. In the event that the regular meeting date is a legal holiday of the City, then the regular meeting shall be held at a date as agreed upon by the Library Board of Trustees at a prior meeting.

### Section 4.2 Special Meetings

Special meetings may be held upon call of the President or the Vice-President acting on behalf of the President or of the majority of the Trustees of the Library Board, for the purpose of transacting any business designated in the call, after notification of all members of the Library Board by written notice personally delivered or mailed at least 24 hours before the time specified in the notice of the meeting. At such special meeting, no business other than that designated in the call should be considered.

### Section 4.3 Adjourned Meetings

Any meeting of the Library Board may be adjourned to another meeting providing the adjournment indicates the date, time, and place of the adjourned meeting. Library Board Trustees absent from the meeting at which the adjourned decision is made shall be notified by the President of the continued meeting.

### Section 4.4 Meetings to be Open and Public

All meetings of the Library Board and its standing committees shall be open and public to the extent required by the Ralph M. Brown Act of 1953. All persons shall be permitted to attend any such meetings except as otherwise provided by law.

### Section 4.5 Closed Session

A closed session meeting may be held as allowed by the Ralph M. Brown Act of 1953.

### Section 4.6 Quorum

A majority of the Library Board Trustees shall constitute a quorum for the purpose of conducting the Library Board's business, exercising its powers and all other purposes, but less than a majority of the Library Board of Trustees may adjourn the meeting from time to time until a quorum is obtained.

### Section 4.7 Attendance at Meetings

All Trustees of the Library Board shall be required to attend all Library Board meetings unless such member has been excused from participation.

Section 4.8 Attendance at Friends of the Oceanside Public Library Board Meetings and Oceanside READs Tutor Meetings  
A Library Trustee will attend the regular Friends of the Oceanside Public Library Board meetings and the Oceanside READs Tutor meetings. Such attendance will be rotated among the Trustees.

Section 4.9 Excused Absences  
A Library Board Trustee's absence from a meeting shall be excused if, prior to the meeting from which a Trustee will be absent, the Trustee notifies the President or the assigned Library staff of his/her intent to be absent. At each meeting, after the meeting has been called to order, the President shall report to the Library Board the name of any member who has so notified the President or Library staff of his or her intent to be absent.

Section 4.10 Order of Business  
The order of business shall be established by the Library Board President. Agendas shall be published and posted in compliance with applicable State and local laws and rules. Provisions will be made for citizens with disabilities by contacting the Library Director.

Section 4.11 Rules of Order  
All business and matters before the Library Board shall be transacted in conformance with Article 1 of Chapter 2 of the Oceanside City Code to the extent applicable to the business of the Library Board.

Section 4.12 Off-Agenda Items  
No off-agenda items shall be acted upon or discussed by the Library Board. Library Trustees, staff and/or public may announce off-agenda matters of concern. Each off-agenda item shall be automatically referred to staff for resolution or placed on the next available Library Board agenda.

## ARTICLE V. RECORDS, REPORTS AND ANNUAL WORKPLAN

### Section 5.1 Meeting Records

The Library Board shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Minutes should contain detailed voting records by Library Trustees, and by specific action. Upon approval of Meeting Minutes by the Library Board, copies of such minutes shall be distributed to the City Council and the City Manager in the following month with the Library Board's monthly meeting packet.

### Section 5.2 Presentation of Library Board Workplan

A biennial workplan will be submitted to the City Council every other year for review.

## ARTICLE VI. COMMITTEES

### Section 6.1 Establishment

The Library Board shall have the authority to and may establish standing or ad-hoc committees as necessary to accomplish the purposes set forth in Section 1.2 herein. Committees may meet to discuss specific issues within the scope of responsibility for the Library Board and to make recommendations for action by the Library Board. Membership composition and terms shall be determined for action by the Library Board for any committee created, however, no committee shall consist of more than two (2) Library Board members, as not to cause a majority of Library Board of Trustees to serve on one (1) committee.

### Section 6.2 Appointment of Committee Members

Trustees on a standing or ad-hoc committee shall be appointed by the President with the approval of a majority of the Library Board of Trustees.

### Section 6.3 Committee Reports

Committee(s) shall from time to time make reports, written or verbal, to the Library Board.

## ARTICLE VII. MISCELLANEOUS

- Section 7.1 Councilmember Liaisons to the Library Board  
The Mayor shall appoint to the Library Board, subject to the approval of the City Council, one (1) member of the City Council to serve as a non-voting, ex-officio member of the Library Board. Said ex-officio member shall serve as liaison between the City Council and the Library Board, shall from time-to-time inform the City Council of the activities and issues addressed by the Library Board, and shall assist the Library Board in promoting recommendations to the City Council. Council liaisons will make every effort to attend all Library Board meetings.
- Section 7.2 Library Assistance to the Library Board of Trustees  
The Library Director shall appoint staff to assist the Library Board of Trustees as necessary in such activities as setting and conducting meetings, preparing meeting agendas and minutes, and responding to requests from the Library Trustees.
- Section 7.3 Procedural Situations Not Addressed  
In procedural situations not addressed in the body of the Library Board Bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office and the California State Education Code.

**CITY OF OCEANSIDE  
LIBRARY BOARD OF TRUSTEES  
2013-2015 WORKPLAN**

**MISSION STATEMENT**

The Library Board of Trustees works to support and promote the mission of the Oceanside Public Library: To engage, inform, connect, and inspire

**COMPOSITION AND ROLE**

In December 1904, the City of Oceanside's Library Board of Trustees was established by Oceanside Code Article VI with powers prescribed by the State of California Education Code. The role of the Trustees is to manage library operations and make rules and regulations regarding library hours, services and materials placed in the library. The Trustees set policy and provide directions for Library services in the City, make recommendations on the budget to the City Council, review and approve the proposed Library budget for submission to the City Manager, monitor expenditures and authorize payments from the Library Fund. Library Trustees represent the community's interest and are important advocates for library services.

The Library Board is also responsible for ensuring that the library serves the needs of our diverse community. To that end, the Library Board of Trustees defends the principles of individual freedom to read, view, and hear, and supports the Library Bill of Rights as adopted by the American Library Association.

**STRUCTURE**

There are five members of the Library Board of Trustees appointed by the Mayor with the consent of the City Council. Members serve at the pleasure of Council for three-year terms. Each January, the Library Board elects three officers: president, vice-president, and secretary. Board members rotate responsibility to serve as liaison to the Friends of the Library. They support Library staff by attending in-service training/events, tutor meetings of Oceanside READS Literacy Program and other staff related functions.

Current Library Board of Trustees are:

Dr. Adrienne Hakes, President  
Alma Sisco Smith, Vice-President  
Marie English, Secretary  
Charlene Williamson, Vice-President

The Library Board meets monthly on the fourth Monday of the month at 2:00 PM in a meeting room of the Civic Center Library or Mission Branch Library.

## **GENERAL GOALS AND TASKS**

In accordance with Vision 2020, the Library Board of Trustees will work to promote the following city goals and objectives:

1. Assure a balanced program of library cultural arts activities, venues and programs for all ages.
2. Provide culturally diverse programs reflecting the Oceanside community such as Latino, African-American, Samoan, and Filipino programs, and the World Music concert series.
3. Encourage youth involvement in planning and execution of programming, through such groups such as the Teen Advisory Council, and youth volunteers.
4. Support lifelong learning through universal access to information for all residents.
5. Expand utilization of state-of-the-art technology.
6. Build partnerships and educational opportunities with community organizations, businesses, and other agencies.
7. Provide recreational enrichment and critical hours programming for youth.

## **BOARD SPECIFIC TASKS**

The Library Board of Trustees plans to discuss and complete the following projects and work tasks, as outline from the Board Effectiveness training.

1. Review and update the orientation packet for new trustees.
2. Increase advocacy efforts by attending City Council Meetings and making announcements during the Public Comment portion of the meeting.
3. Annually review by-laws that outline the Board's purpose and function.

## LIBRARY SPECIFIC TASKS

Additionally, the Library Board of Trustees plans to discuss and complete the following projects and work tasks, as outlined in the Library Department Goals.

1. Oversee the implementation of the Library's new Strategic Plan, which will guide the direction of library services for the next three years.
2. Review options for improved library service hours and approve a service plan to include restoring hours at the Mission Branch Library and Bookmobile.
3. Continue review of library policies and procedures to ensure a focus on the customer and on maintaining a user-friendly atmosphere in all service areas.
4. Support technology projects that will increase efficiency and service to the community.
5. Continue to promote staff and community involvement in program development and expansion of services.
6. Continue to monitor the materials budget and priorities for collection development to ensure that community needs are being met.
7. Initiate and support marketing efforts that promote the public image of the library, including an on-line social media presence and improved external signage.
8. Conduct a quarterly review of library accomplishments and progress within the Action Plan framework of the Library Department Goals

Approved by the Library Board of Trustees on January 28, 2013

