

Woodland Public Library Board Of Trustees Bylaws

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the Woodland Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the Woodland Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965. The Board of Trustees was created by Ordinance No. 1044, Adopted January 17, 1984, which added "Part K. Library Board" to Article VII of the Code of the City of Woodland.

ARTICLE II. MISSION AND PURPOSE

The Board of Trustees serves as a representative of both the library and the community and is the governing authority of the public library. The Board shall therefore represent the interest of the community for relevant and quality services. It shall be the duty of the Board to determine and adopt written policies for the Board's governance and the administration of the library in the areas of fiscal, personnel and operation. Assisted by the Library Services Director, the Board shall establish goals and objectives and adopt written policies to govern the operation, use and services of the library. It shall be the duty of the Library Services Director to recommend policies for Board action and to carry out and interpret Board-approved policies. The Board shall be responsible for the hiring and evaluation of the library administrator; the administrator is responsible for the hiring, evaluation, supervision and direction of the library employees.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment Of The Trustees:

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor with the consent of the city council.

Section 3.2 Terms Of Office And Compensation:

Each trustee shall hold office for three years beginning July 1st and ending on June 30th, or when a trustee's successor is appointed and qualified, whichever occurs last. The members of the first board so appointed shall so classify themselves by lot that one of their number shall go out [of] office at the end of the current fiscal year, two at the end of one year thereafter, and three at the end of two years thereafter. Each trustee shall serve without compensation unless the city council, by ordinance, otherwise provides for compensation which shall not exceed fifty dollars per month.

Section 3.3. Termination For Absences:

(a)

The appointment of any trustee absent from three consecutive regular or special meetings without approval of the library board of trustees, confirmed by majority vote of the board, shall be terminated and the city clerk notified thereof.

(b)

The city clerk then shall notify any member whose appointment has been terminated and report to the city council that a vacancy exists on said board and that an appointment should be made for the unexpired term.

(c)

A trustee may be granted a leave of absence by the city council, and a temporary vacancy shall thereupon exist for the period of such leave of absence. During the period of such temporary vacancy, the council may fill such vacancy by a temporary appointment to said board, provided, however, that the period of such temporary appointment shall not exceed the period of the temporary vacancy. At the expiration of a leave of absence so granted, the member shall automatically resume full and permanent membership on said board.

Section 3.4 Vacancies:

Vacancies shall be filled by appointment by the mayor with the consent of the city council for the unexpired term in the same manner as the original appointments are made.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings:

The board of library trustees shall meet at least once a month at such times and places as may be fixed by resolution.

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 three hours before the time specified for the proposed meeting.

Section 4.3 Meetings Open To The Public:

All meetings 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 Procedure for speaking at the Woodland Public Library Board of Trustee Meeting:

Unless otherwise provided herein, the Board will provide for public comment at each of its meetings.

- a) The President of the Board or person conducting the meeting has the authority to end the comment period.
- b) Persons wishing to comment must be in attendance at the meeting and shall:
 1. Speak only when recognized by the President of the Board or person conducting the meeting.

2. . Limit each statement made by a participant to five (5) minutes unless extended by the Board's President.
- c) No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- d) The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- e) The Board will take the comments into consideration but will not engage in a debate with patrons, nor allow for continuous public debate.
- f) The Board appreciates the concerns, input and/or suggestions of the public.
- g) Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the Library.

Section 4.5 Quorum:

A majority of the board shall constitute a quorum for the transaction of business.

Section 4.6 President:

The board shall appoint one of its number president, who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem.

Section 4.7 Record Of Proceedings:

The board shall cause a proper record of its proceedings to be kept.

ARTICLE V. POWERS AND DUTIES

Section 5.1 Rules, Regulations And By-Laws:

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the board of library trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

Section 5.2 Administration Of Trusts And Property:

The board of library 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 5.3. Officers And Employees:

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library. Pursuant to Government Code Section 45007 and Education Code Section 18921, the city librarian shall be appointed by the board and shall serve at its pleasure. Pursuant to Government Code Section 45005, all library employees other than the city librarian shall be appointed by the city manager and shall serve subject to the personnel rules of the city. The number of, and the compensation for, library employees shall be fixed by resolution of the city council. The compensation for the library services director shall be fixed by resolution of the board within the fiscal limitations previously established by the city council.

Section 5.4 Purchase Of Personal Property:

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

Section 5.5 Purchase Of Real Property And Construction And Rental Of Equipment And Buildings:

The board of library 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 city council for the library.

Section 5.6 State Publications:

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

Section 5.7 Borrowing:

The board of library trustees may borrow library materials from, lend library materials to, and exchange library materials with other libraries, and may allow nonresidents to borrow library materials upon such conditions as the board may prescribe.

Section 5.8 Incidental Powers Of Board:

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, as the same may be amended from time to time.

Section 5.9 Annual Report To City Council And State Librarian:

The board of library trustees shall on or before August 31st, in each year, report to the city council and to the State Librarian on the condition of the library, for the year ending the thirtieth day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of

trustees, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the board of trustees instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

ARTICLE VI. SUPPORT OF THE WOODLAND PUBLIC LIBRARY

Section 6.1 Library Fund:

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 fund, and shall be applied to the purposes authorized by Education Code Sections 18900, et seq., as the same may be amended from time to time.

Section 6.2 Funds Not Payable Into Treasury:

If payment into the treasury is inconsistent with the conditions or the 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.

Section 6.3 Payments From The Library Fund:

Payments from the library fund shall be made as provided under Education Code Section 18953, as amended from time to time.

ARTICLE VII GOVERNANCE OF THE LIBRARY

Section 7.1 Free Library Subject To Library Rules, Regulations Or By-Laws:

The library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations, and by-laws as may be made by the board of library trustees. Any person who violates any rule, regulation, or by-law may be fined or excluded from the privileges of the library.

Section 7.2 Contracts With Neighboring City Or County:

The board of library trustees and the city council of any neighboring city or the board of supervisors of the county in which the library is situated, may contract for lending library materials of the library to residents of the county or neighboring city, upon a reasonable compensation to be paid by the county or neighboring city.

Section 7.3 Title To Property:

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, vest

in the city in which the library is situated, and in the name of the city may be sued for and defended by action at law or otherwise.

Section 7.4 Application Of Education Code Provisions:

The library was established and existed on June 11, 1909, under the provisions of an act entitled "An Act to Establish Free Public Libraries and Reading Rooms," approved April 26, 1880, and is continued under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time, and the library shall be considered the same as if originally established under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time.

Section 7.5 Disestablishment Of Library:

The ordinance mentioned in [Section 2-7-79](#) establishing the library shall be repealed by the city council upon being requested to do so by fifty-one percent of the electors of the city, as shown by the great register. Upon the repeal of the ordinance the library is disestablished in the city.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 Amendments To The Bylaws:

Amendments to the 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 week 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.

ARTICLE IX RESPONSIBILITIES OF THE BOARD

Section 9.1 Appointment Of The Library Services Director:

The Board shall appoint the Library Services Director who will serve at the pleasure of the Board of Trustees. The director's compensation shall be fixed by resolution of the Board within the fiscal limitations established by the City Council. The Board shall conduct an annual evaluation of the director in the areas of professional functions, administration and communication. Other library employees shall be appointed by the city manager, supervised by the Library Services Director and subject to the personnel rules of the City.

Section 9.2 Guiding Principles:

The guiding principles of action in fiscal, personnel and administrative areas constitute "policy" and are the responsibility of the Board of Trustees. "Procedure" is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the library in accordance with the policies and principles laid down by statute, ordinance and Library Board action.

Section 9.3 Annual Review:

The Board shall annually review the Planning Document, including Mission and Goals, to determine the effectiveness of the library and shall remove the top administrative officer, if necessary, to achieve the level of performance required.

Section 9.4 Duty to Inform:

It is the duty of the Board to insure that the community is informed of the services available at the library.

Section 9.5 Adherence To Library Policy:

Board members adhere to all standards, policies, rules and regulations applicable to patrons of the library without expectation of special consideration.

ARTICLE X RESPONSIBILITIES OF THE LIBRARY SERVICES DIRECTOR

Section 10.1 Professional Counsel

The Library Services Director provides professional counsel to the Board and has sole responsibility for the administration of the library within the framework of policies adopted by the Board. The Director recommends policies for Board action as occasion demands.

Section 10.2 Meeting Attendance

The Library Services Director attends all official meetings of the Board Other than those in which the Director's own evaluation, salary or tenure are under discussion. The Director may speak on all subjects under discussion but does not have the right to vote.

Section 10.3 Property

The Library Services Director shall be in charge of all properties belonging to the library and shall be responsible for the direction and the professional development of staff.

Section 10.4 Materials Selection

The Library Services Director shall be responsible for the selection and purchase of all books and other materials as set forth in the policy statement on Intellectual Freedom regarding collection (Print and Non-print).

Section 10.5 Reports

The Library Services Director shall maintain files of minutes, policies, statistical reports and other material useful to the Board, to the Director and to the staff.

Section 10.6 Library Services Director as Representative

The Library Services Director acts as representative of the staff in matters pertaining to salaries, working conditions or other areas concerned with the welfare of staff. The Library Services Director is the spokesperson for suggestions from the staff which may lead to the improvement of library services.

Section 10.7 Library Services

The Library Services Director suggests and carries out plans for extending and improving library services and keeps up with changing conditions and new methods of library procedure. The Director reports to the Board and to the general public and prepares regular reports as required by law. The Director participates with the Board in maintaining an active public relations program.

Section 10.8 Local and State Law

The Library Services Director shall know local and state laws concerning libraries and shall keep abreast of current changes and developments in library legislation. The Board acknowledges the right of the Director in his or her official capacity to take a position on legislation directly affecting the library or staff. The Director shall keep the Board informed of any such position taken. The Director shall be encouraged to affiliate with local, state and national library associations, attend professional meetings and cooperate with the Mountain Valley Library System for the direct benefit of the Woodland Public Library.

Section 10.9 Public Process

Complaints, petitions and suggestions from the public are first subjected to the Library Services Director's review and disposition. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person or persons involved. This procedure is to be made know to the individual(s) by the Director. The Board will then take whatever action is deemed necessary.

ARTICLE XI OTHER LIBRARY EMPLOYEES

Section 11.1 Appointment of Other Employees

Other employees shall be appointed by the city manager and shall be subject to the personnel rules of the City.

Section 11.1 Leave Policy

Holidays, vacation and sick leave for the staff are governed by the general City personnel policy.

Section 11.1 Personnel Policy

Salaries, personnel classification, probationary periods and retirement provisions for library staff are governed by the general City personnel policy.

ARTICLE XII DESIGNATED WORKING RELATIONSHIPS

Section 12.1 Library Services Director

A productive and cooperative working relationship between the library trustees and the Library Services Director is critical to the successful management of the library. The Library Services Director is the library administrator, with responsibility for the day-to-day management of the library.

Section 12.3 Other Library Staff

The Library Board should endeavor to behave toward library staff members as a corporate board of directors does with members of the firm for which they are responsible.

Section 12.4 Library Operations

Library Board members shall:

- Observe the library's management structure and should not involve themselves in the daily operation of the library. They should make all reasonable inquiries as to the library operation through the Library Services Director.
- Refrain from initiating discussions of possible changes in library operation or policy with the Director until they have been discussed with the Board during a regular meeting and a consensus has been reached. The Library Board is most effective when it speaks with one voice.
- Be cognizant of the Director's many obligations and not expect him/her to be available on a drop-in basis. Appointments should be scheduled in advance whenever possible.
- Refer all library staff suggestions to the Library Services Director; suggest individual library staff present concerns or suggestions to the Library Services Director.

Library Board members shall not:

- Criticize the performance of the Library Services Director or staff unilaterally. Personnel issues should only be discussed in a closed meeting of the Library Trustees in accordance with regulations of the Brown Act.
- Discuss Library Board business with individual library staff members.
- Circumvent the authority of the Library Services Director by approaching staff concerning library operations without first consulting the Library Board and Library Services Director.
- Request special privileges of the staff or Library Services Director as a member of the Library Board of Trustees.