CITY OF
OXNARD
CALIFORNIA

Meeting Date: 10 / 09 / 12

ACTION	TYPE OF ITEM
☐ Approved Recommendation	X Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Stacey Grose SG Agenda Item No. I-4

Reviewed By: City Manager City Attorney SMF Finance Other *(Specify)*

DATE: September 21, 2012

TO: City Council

FROM: Stacey Grose, Administrative Assistant Stacey Grose
Library

SUBJECT: **Library Board Bylaws, Terms of Office, and Powers and Duties**

RECOMMENDATION

That City Council:

1. Adopt a resolution approving the Library Board Bylaws as amended in Article II Powers and Duties, Article III Membership, and Article IV Officers.

2. Approve the first reading by title only and subsequent adoption of an ordinance amending the City Code concerning terms of office and powers and duties of the Library Board.

DISCUSSION

The Library Board consists of five members appointed by the Mayor to make recommendations to City Council and assist in the development of a City Library program responsive to the Library service needs of the community. It meets on the first Thursday of each month at 4:30 p.m. in the Main Library. At a special meeting on August 1, 2011, the board members reviewed and discussed changes to the bylaws. At the regular meeting on March 8, 2012, board members approved the following revisions to the Library Board Bylaws. 1) Under Article II Powers and Duties, add H. "Review bylaws at the annual meeting." 2) Under Article III, Membership, B., add "Board members may serve two consecutive terms. After completing two terms of office, a Board member must vacate the Board for one year before being eligible to reapply. The term of office for Board members shall be two years and shall begin in January." 3) Under Article IV, Officers C. 1. "(c) To prepare agendas, with the assistance of City staff" shall be changed to "(c) To prepare agendas, with the assistance of Library Director and/or Secretary." The last time the City Council approved the bylaws was Resolution No. 11,663 dated November 30, 1999. The proposed changes are attached.

The proposed Bylaws revisions to the terms of office for Library Board members and the Board's powers and duties will require amendment of the corresponding City Code provisions pertaining to the Library Board. A proposed ordinance to amend Division 5 of Article II of Chapter 2 of the City Code is attached.

FINANCIAL IMPACT

There is no financial impact.

/sg

Attachment #1 – Minutes of March 8, 2012 Library Board Meeting
#2 – Current Library Board Bylaws with proposed changes
#3 – Resolution, Revised Library Board Bylaws
#4 – Ordinance Amending Library Board Terms of Office and Powers and Duties

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
March 8, 2012
4:30 p.m.

A. Roll Call & Welcome

Board Members Present: Lorraine Chaparro, Jean Gentry, Lou Tejeda, Norma Van Riper
Board Members Absent: Yvette Stein
Staff Members Present: Library Director Barbara Murray, Adult Literacy Program Coordinator Deborah Fox, Recording Secretary Stacey Grose

Board Chair Norma Van Riper called the meeting to order at 4:33 p.m.

B. Review & Approval of Agenda

On page 2, 1st paragraph, 3rd sentence, "...literacy are resource sharing" was amended to read "...literacy and resource sharing." A motion to approve the agenda and amended minutes was called for by Lou Tejeda, seconded by Lorraine Chaparro. Motion carried with board member Yvette Stein absent.

C. Public Comments

None.

D. New Business

1. Public comment on New Business.
None.

2. Introduction of Deborah Fox, new Literacy Coordinator.
New staff members are invited to the library board meeting closest to their hiring date so that they may get acquainted with board members. Ms. Fox and board members shared educational and professional backgrounds.

3. Finalize Library Board Bylaws for presentation to City Council.
Vice Chairperson Tejeda motioned to accept the changes as highlighted in the Bylaws; seconded by Chairperson Van Riper. Motion carried with board member Stein absent. Ms. Murray will consult the City Attorney on ways to structure the term limits. New term limits will begin January 2013, after the local election, and when the mayor appoints Citizen Advisory Group (CAG) members. It was agreed that if two board members volunteer to step down from the board, that the remaining board members would accept their resignations. It was also noted that a CAG application must be submitted to the City Clerk's office every two years to renew one's CAG status. If someone does not wish to continue being on a CAG, then he or she could choose not to submit the CAG application. Ms. Murray to arrange for the Bylaws to be presented to City Council.

4. Nomination and election of Library Board Officers.
At the February 8 library board meeting, Lou Tejeda was nominated for Chairperson and Lorraine Chaparro was nominated for Vice Chairperson. The election for Chairperson was uncontested and unanimous, with board member Stein absent. The election for Vice Chairperson was uncontested and unanimous, with board member Stein absent. The new officers will assume their duties at the April 12 library board meeting.

5. Form 700 update.
Barbara Murray reported that Form 700 is due April 2 and that Library board members do not have to file; however, board members received a letter from the City Clerk's office stating that they need to file a Form 700. Ms. Murray will consult the City Attorney's office on the requirement.

At 4:53 p.m., a five-minute recess was called so that Ms. Murray could call the City Attorney's office.

At 4:57 p.m., the meeting resumed.

6. Report on InfoPeople's Strategic Downsizing webinar.
A webinar on Strategic Downsizing was held at noon on February 28 in Meeting Room A. Board Chairperson Norma Van Riper, Vice Chairperson Lou Tejeda and Library Director Barbara Murray attended, along with some library staff.

The webinar stressed that making small budget cuts across the board will not be effective in the long run. A better approach is to know what materials and services are wanted by stakeholders and to adjust the budget accordingly. Ms. Murray recently spoke at a Lemonwood Neighborhood Council meeting and asked attendees what types of services and materials they wanted. They wanted more books.

Library staff recently completed surveys where specific job duties and the functions of their divisions were listed. Providing customer service was a popular response for divisional function. The Help Desk received numerous comments.

At 4:58 p.m., board member Stein arrived.

A $60,000 book order is in place and there are $31,000 of unencumbered book funds. The hope is to have $25,000 savings in book funds at the end of this fiscal year.

No directive has been given on a specific percentage to cut. Some periodicals have been cancelled, but the vendor has been difficult and savings may not be realized. Each direct telephone line costs $24 per month and the library will explore having staff share telephone lines.

7. Upcoming commendations for Andrew Gray and Friends of the Library Foundation's 40th Anniversary.
Andrew Gray received a commendation for being the Western States Champion of the World Wrestling Entertainment and Young Adult Library Services Association Wrestlemania Reading Challenge 2012. He and a chaperone won an expense-paid trip to Miami, Florida, tickets to Wrestlemania XXVIII, $300 cash and an opportunity to compete for the grand prize while in Florida. As the sponsoring library, the South Oxnard Branch Library will receive $2,000 for materials for reluctant teen readers.

The Friends of the Library Foundation will receive a commendation for their 40th anniversary at the April 3 City Council meeting and will celebrate their anniversary at the May 5 semi-annual meeting at 2:00 p.m. in Meeting Room B.

E. Old Business
1. Public Comment on Old Business.
None.

2. Oxnard Friends of the Library activities (Gift Shop sales, book sales, trips)
Yvette Stein reported that the next Gift Shop sale will be on March 8 and 9, and the Better Books sale will be on March 10. The $45,000 donation check to the library will be presented at the May 5 semi-annual meeting.

3. Expenditure Report for February 2012
Lou Tejeda asked if programs could be cut back. The Friends of the Library Foundation provide the funding for programs and because they are enjoyed by the Friends and the public, cutting programs will not be considered at this time. The $630 paid to Vital Services was for the replacement of security cameras that are breaking due to age. Barbara Murray did not know the actual age of the current cameras at the Main Library and will report at the April 12 board meeting.

Lou Tejeda asked the status of the floor problem at South Oxnard Branch Library, but no new information was available.

4. Statistical reports for February 2012
Depending on their condition, discarded materials are sold by the Friends or thrown away. Registration is the number of new library cards issued.

5. *Library budget report for February 2012*
Temporary labor (proctors, computer lab staff, pages, Help Desk, and mending of books in technical services) is over budget. The overage in telephones is still being resolved. Barbara Murray has put a freeze on spending and hiring.

6. Library Director's reports:

a. South Oxnard Branch Library
Re-locating the bike racks closer to where the existing security cameras are installed would cause a safety issue. However, the security cameras have been re-positioned and the hope is that this will curb the bicycle theft issue.

b. Main Library
The sliding entrance doors facing A Street are still an issue. The sensors in the elevators are being installed. A request to repair the handicap parking spaces was received today. Ms. Murray will forward the concern to the traffic department.

c. Colonia Branch Library

d. Personnel
Vacant positions are frozen until further notice.

F. Adjournment
At 6:02 p.m., Jean Gentry motioned to adjourn; seconded by Lorraine Chaparro and the motioned carried.

The next meeting is scheduled for: **Thursday, April 12, 2012 at 4:30 p.m. at the South Oxnard Branch Library, 4300 Saviers Road, Santa Rosa Room, Oxnard, CA 93033.**

8/1/11 Proposed Changes

BYLAWS

FOR THE

LIBRARY BOARD

Article I
Organization

The name of this legislative body shall be the Library Board ("Board").

Article II
Powers and Duties

The powers and duties of the Board shall be as follows:

A. Advise the City Council on policies and procedures relating to the public library.

B. Investigate the nature and scope of the requirements of the public library.

C. Recommend policies and programs related to the public library for consideration by the City Council.

D. Assist the public library staff in reviewing and evaluating programs and services of the public library.

E. Make recommendations to the City Council for improvements to the public library.

F. Represent the views of the community for improvements to the public library.

G. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the Board may determine necessary to improve the operations of the public library.

H. Review bylaws at the annual meeting.

Article III
Membership

A. The Board shall consist of five members appointed by the Mayor with the approval of the City Council.

B. The term of office for Board members shall be two years and shall begin in January. Board members may serve two consecutive terms. After completing two terms of office, a Board member must vacate the Board for one year before being eligible to reapply.

C. In the event of a vacancy, the Mayor, with approval of City Council, shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV
Officers

A. The officers of the Board shall be a Chairperson and Vice-Chairperson.

B. At the annual meeting, the officers shall be elected by a majority of Board members present. These officers shall serve a one year term. The annual meeting shall be scheduled in January of each year.

C. The duties of the officers shall be as follows:

   i. Chairperson – (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare agendas, with the assistance of Library Director and/or Secretary.

   ii. Vice-Chairperson – To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.

D. Secretary.

   i. Pursuant to the Oxnard City Code the Board shall have a secretary designated by the City Manager to serve as a non-voting secretary to the Board.

   ii. The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Board.

Article V
Meetings/Quorum

A. The Board shall conduct regular meetings at least once in each month. The exact dates, time and location of the meetings shall be determined by resolution of the Board at the annual meeting.

B. Special meetings may be called by the Chairperson or upon the request of at least three members.

C. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.

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

Article VI
Absences

A. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Board.

B. The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided, that notice of such absence is given to the Chairperson as much in advance as possible.

Article VII
Coordination with City Council

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Board. A copy of the minutes of meetings and resolutions of the Board shall be delivered to the City Manager by the Secretary following each meeting.

Article VIII
Rules of Order

Except as otherwise provided herein, or by vote of two-thirds of the members present, **Robert's Rules of Order** (newly revised) shall constitute the parliamentary authority for the meetings.

Article IX
Amendments

These bylaws may be amended upon presentation to the City Council for approval.

Article X
Effective Date

These bylaws shall go into effect on the date set forth in the City Council resolution approving these bylaws.

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING BYLAWS FOR LIBRARY BOARD

WHEREAS, City Council Resolution No. 11,663 establishes some semblance of uniformity among the citizen advisory groups with respect to procedures, officers, elections, quorum requirements and rules of order; and

WHEREAS, the City Council finds that in order for each citizen advisory group to successfully fulfill its objectives, each citizen advisory group may propose revisions to its bylaws; and

WHEREAS, the City Council has reviewed the proposed changes to the Library Board Bylaws.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to adopt the revised bylaws attached hereto as Attachment 1 to be effective upon the effective date of the ordinance amending Division 5 of Article II of Chapter 2 of the City Code to modify the terms of office and duties of the Library Board in conformity with the provisions of the revised bylaws.

PASSED and ADOPTED this 9th day of October, 2012, by the following vote:

AYES:

NOES:

ABSENT:

_____
Dr. Thomas E. Holden, Mayor

ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

FOR

_____
Alan Holmberg, City Attorney

BYLAWS

FOR THE

LIBRARY BOARD

March 8, 2012

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G. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the Board may determine necessary to improve the operations of the public library.

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CITY COUNCIL OF THE CITY OF OXNARD

ORDINANCE NO. __

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, AMENDING DIVISION 5 OF ARTICLE II OF CHAPTER 2 OF THE OXNARD CITY CODE, CONCERNING TERMS OF OFFICE OF THE LIBRARY BOARD

THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. Subsection (B) of Section 2-67 of the Oxnard City Code is hereby amended to read as follows:

"(B) The term of office of a member of the library board shall be two years and shall begin in January. A member of the library board may be reappointed; however, no member of the library board may be appointed to serve more than two consecutive terms. After completing two terms of office, a member of the library board must vacate the library board for one year before being eligible to reapply."

Part 2. Within 15 days after passage, the City Clerk shall cause this ordinance to be published one time in a newspaper of general circulation, published and circulated within the City. Ordinance No. ____ was first read on _____, 2012 and finally adopted on _____, 2012 to become effective thirty days thereafter.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Dr. Thomas E. Holden, Mayor

ATTEST:

_____
Daniel Martinez, City Clerk

APPROVED AS TO FORM:

_____ FOR
Alan Holmberg, City Attorney