



## Library Board of Trustees Agenda Report

From: Melissa Bailey, City Librarian

Subject: Update and Refer Amendment to the Library Board of Trustees Bylaws to City Council for Adoption

Date: March 13, 2025

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### Facts

1. The Library Board of Trustees bylaws currently state that members shall notify the Secretary or Chairperson in advance of a meeting if they will not be able to attend. If a member is absent for four meetings in a term, whether regular or special, such absences shall result in the termination of the membership of the absenting member.
2. A term for the Library Board of Trustees is equal to 3 years.
3. If approved, the item will be referred to City Council for formal adoption.

### Options

1. Take no action;
2. Update and refer amendment to the Library Board of Trustees Bylaws to City Council for formal adoption;
3. Provide alternative direction to staff.

### Analysis and Conclusions

The spirit of this section of the bylaws is to ensure that members are engaged and active. By providing allowance for only four absences from the 48 meetings that occur over a 3-year term, the current bylaws are very restrictive and may limit community members from participating on the Board due to the extremely high level of commitment required. Adopting the updated language would then allow members more flexibility to accommodate life changes, while still providing enough structure and attendance to keep members engaged and would be in alignment with other Community Services Department Advisory Bodies.

When the current bylaws were adopted on [December 19, 2023](#), they intended to align with the bylaws of the other Community Services Department advisory bodies which includes the Parks and Recreation Advisory Committee, Senior Citizen Advisory Committee, and the Youth Commission. The proposed language achieves this goal.

If the amendment to the bylaws is approved, the item will be referred to City Council for formal adoption.

### Fiscal Impact

None.

### Recommendation

Update and refer amendment to the Library Board of Trustees Bylaws to City Council for formal adoption.

**Attachments**

1. Library Board of Trustees Bylaws (with proposed change)