



City Council Agenda Report

From: Angelica Fortin, Community Services Director

Subject: Approval of an Update to the Library Board of Trustees Bylaws

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: April 1, 2025

Facts

1. The Community Services Department (CSD) oversees the Library Board of Trustees advisory body established by City Council. The advisory body operates with guidelines established in a Council approved set of bylaws.
2. Article III, Section 9 of the Library Board of Trustees bylaws currently state that “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.”
3. A term for the Library Board of Trustees is equal to three years with meetings taking place monthly.
4. The bylaws of the other CSD Advisory Bodies allow for members to miss 25% of meetings in one calendar year before becoming ineligible to serve.
5. At the March 13, 2025 meeting of the Library Board of Trustees, the Board voted to update the bylaws to reflect the same language used in the other CSD Advisory Body bylaws and to refer the item to City Council for formal adoption.

Options

1. Take no action;
2. Approve the update to Article III, Section 9 of the Library Board of Trustees’ Bylaws;
3. Provide alternative direction to staff.

Analysis and Conclusions

The current Library Board of Trustees’ bylaws allow for only four absences from the 36 meetings that occur over a three-year term. This is very restrictive and may limit community members from participating on the Board due to the extremely high level of commitment required. In addition, when the current Library Board of Trustees’ bylaws were adopted on December 19, 2023, they were intended to align with the bylaws of the other CSD advisory bodies which include the Parks and Recreation Advisory Committee, Senior Citizen Advisory Committee, and the Youth Commission.

The proposed update, which reads “If a member shall be absent from more than 25% of the meetings per year, whether regular or special, such absence shall result in the termination of the membership of the absenting member,” will bring all the CSD bylaws into alignment.

Fiscal Impact

There is no fiscal impact associated with updating the bylaws of the Library Board of Trustees.

Recommendation (Option 2)

Approve the update to Article III, Section 9 of the Library Board of Trustees' Bylaws.

Attachments

1. Library Board of Trustees' Bylaws (with proposed update)