

**Monterey Park
Bruggemeyer Library
Policy**

Policy Number: 59-01

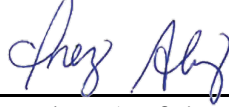
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10/15/24

Subject:
By-Laws of the Library Board of
Trustees

Library Board of Trustees' Approval


City Manager Review


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Purpose:

These By-Laws establish a framework for the Library Board of Trustees to conduct its business.

Provisions:

See attached pages.

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization is called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statutes and applicable City of Monterey Park ordinances and resolutions.
- Article II
PURPOSE The purpose is to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of National and State library developments and to convey that information to the electorate of the City of Monterey Park so that there is an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Vice President) will rotate annually at the July meeting. The Vice President rotates into the Presidency. The order of rotation into the Presidency is by date of appointment. The outgoing President will appoint the incoming President with the consent of the Board.
Section 2: The President of the Board has the authority to take all reasonable and appropriate actions necessary for the orderly conduct of Board meetings, appoint special committees and fill vacancies therein (subject to Board approval pursuant to these by-laws), participate in Board discussions, make and second motions, and vote in Board actions and decisions.
Section 3: The Vice President will keep the minutes of the regular meeting, or cause the City Librarian or designee, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary will also participate in Board discussions, make and second motions, vote in Board actions and decisions, notify the members of any special meetings, write such correspondence as is necessary, and will perform such other duties delegated by the President. The Vice President will serve as President in the President’s absence.
- Article IV
MEETINGS Section 1: The Board will hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

Section 2: All agendas must be posted in the library and at City Hall at least 72 hours before the time of the meeting, in accordance with the Brown Act (Government Code Section 54950, etc seq.)

Section 3: Special meetings may be called by the President or Vice President and may be called at the request of two members of the Board. Such a meeting must be posted to conform with the Brown Act.

Section 4: A Board member may be excused from attendance at a regular or special meeting due to death of a close relation or an illness, condition or disability of the Board member or close relation. Only one excused absence will be accepted during each fiscal year (July 1 – June 30). Absences such as vacations, trips out of town or other commitments will not be excused and will be considered unexcused. After the third unexcused absence, the President must send a warning notice to the delinquent Board member in writing. Upon the fourth unexcused absence, the delinquent Board member's seat will be considered vacant, and the President will promptly thereafter notify the delinquent Board member and the Mayor regarding the member's termination from the Board.

Section 5: A quorum for the transaction of business consists of three members of the Board.

Section 6: All Board members may serve no more than two consecutive three-year terms. The exception to this is a Board member who was appointed to fill an unexpired term. If the time remaining in the unexpired term is less than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus two three-year terms. If the time remaining in the unexpired term is more than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus one three-year term. Board members serve until their respective successors qualify and are appointed.

Article V COMMITTEES

Special committees for the special purpose of study and investigation may be appointed by the President, with the approval of the Board. Such committees may serve until the completion of the work for which they were appointed. Membership of a committee is limited to two members of the Board and the ex-officio executive officer of the Board (the City Librarian).

Article VI LIAISONS

Section 1: The Vice President will sit on the Library Foundation Board of Directors as a non-voting member, as desired by the Board. This appointment will be made each July for a term of one year.

Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library must be invited to attend each Board meeting.

Section 3: Representatives of formally recognized library associations must be invited to attend all meetings of the Library Board of Trustees.

Article VII
ORDER OF
BUSINESS

Section 1: The order of business will include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.

Section 2: The City Librarian will add items to the agenda.

Section 3: Once the agenda is posted items cannot be withdrawn.

Section 4: The order of the items on the agenda may be changed by a vote of the majority of those members present.

Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Brown Act.

Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board may, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes before taking any action on the item.

Article VIII
ANNUAL
REPORT

The Board or its designee must on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article IX
AMENDMENTS

These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.

Article X
AUTHORITY
FOR MATTERS
NOT COVERED

Board of Trustees proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law. Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the Board of Trustees expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. An action of the Board of Trustees is not invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's Rules of Order or any other City Council approved rule of procedure. Voting is done by voice and hand vote unless a Board member specifically requests a roll call vote, or as required by state law. Approval of any motion on a matter brought before the Board shall require the affirmative vote of a majority of the Board members present.