

February 3, 2014

AGENDA ITEM B.3.

TO: Board of Library Trustees

FROM: Tim Hetheron, Library Services Director

SUBJECT: Amendment to the Board of Library Trustees By-Laws

ABSTRACT:

Library staff requests approval of an amendment to the attached Board of Library Trustees By-Laws as presented. The amendment would change the Board's meeting date from the 1st Monday of the month to the third Monday.

RECOMMENDATION:

The City Attorney's office reviewed the Board of Library Trustees By-Laws and made recommendations to the Board of Library Trustees. The Board of Library Trustees proposed the revisions to the By Laws at their January 6, 2014 regular Board of Library Trustees Meeting. Staff requests approval of revisions as presented.

DISCUSSION:

The Board of Library Trustees currently holds the Board of Library Trustees Meeting on the first Monday of every month. In the interest of presenting timely monthly statistics and reports, the Trustees suggested that the monthly regular board meeting be held on the third Monday of each month commencing at 5:00 p.m. at the Central Library unless noted otherwise. Study sessions, if necessary, may be held for the purpose of discussing administrative reports, hearing staff presentations, gathering information, reviewing, discussing and debating matters of interest to the Library. The Library Board of Trustees proposed that the change in meetings dates will take effect on May 19, 2014.

Statistical reports from the previous month are not always available for Board meetings held on the first Monday of the month. This leads to a significant lag between the time period of a report and the date it is submitted to the Board. For example, for the meeting held on January 6, 2014, staff presented reports from November 2013. The intention to provide current information to the Board and the public is the major determinant in making this suggested change. Reports from the previous month will be presented on the third Monday of the following month. Article V revisions are in keeping with verbiage in the City Charter. The By Laws were last revised on October 1, 2012.

NOTICING:

Written notice of the proposed amendment was distributed to all members of the Board of Library Trustees on January 21, 2014, at least ten (10) days prior to the February 3, 2014 Regular Meeting, in compliance with Article VIII, Section 2 of the Board of Library Trustees By Laws. The agenda item has also been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

FUNDING AVAILABILITY:

None.

Attachments: Detailed Revisions to Board of Library Trustees By-Laws