

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

**Monterey Park Bruggemeyer Library, Friends Room
318 S. Ramona Avenue, Monterey Park, CA 91754**

**Tuesday
October 15, 2024
6:00 p.m.**

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park.

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

GENERAL INFORMATION

Documents related to an Agenda item are available to the public at the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue, Monterey Park, CA 91754, during normal business hours, and the City's website at <http://www.montereypark.ca.gov/AgendaCenter>.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers. Written Communication will be accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/writtencomm.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The Library and the Friends Room are wheelchair accessible.

CALL TO ORDER

Library Board of Trustees President

FLAG SALUTE

Library Board of Trustees Vice President

ROLL CALL

Ricky Choi, Stacy Villalobos, Lisa Duong, Jennifer Tang and Travis Kaya

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

1. CONSENT CALENDAR:

1A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of September 17, 2024 and
- (2) Taking such additional, related, action that may be desirable.

1B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the financial reports and expenditures; and
- (2) Taking such additional, related, action that may be desirable.

2. PRESIDENT'S REPORT

3. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS: None

6. NEW BUSINESS

6-A. UPDATES TO LIBRARY BOARD OF TRUSTEES BY-LAWS: *Presentation of proposed changes to Library Policy 59-01 By-Laws of the Library Board of Trustees*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 59-01; and
- (2) Taking such additional, related, action that may be desirable.

- 6B. NOVEMBER 2024 MEETING:** *Discussion regarding possible action to reschedule the regular meeting currently scheduled for November 19, 2024 due to the State of the City Address being slated for the same date*

It is recommended that the Library Board of Trustees consider:

- (1) Rescheduling the regular meeting scheduled for November 19, 2024; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: October 15, 2024

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Updates to Library Board of Trustees By-Laws

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the recommended changes to the Library Board of Trustees by-laws; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At the Library Board of Trustees meeting held on May 21, 2024, a By-laws Committee was established to review the Library Board by-laws to ensure that they reflect the current needs and procedures of the Library Board.

The Library Board of Trustees by-laws state that they can be amended by a majority vote of members provided that a written copy of the proposed amendments is provided to each Board member at least 15 days prior to the meeting.

Proposed changes to the by-laws are reflected in Attachment 1.

FISCAL IMPACT:

None.

Respectfully submitted by:



Kristin Olivarez
City Librarian

ATTACHMENT:

1. Draft By-Laws

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18; 6/29/21; 6/21/22
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business. <u>Provisions:</u> 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 ~~shall be 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
OBJECT The object ~~shall be is~~ to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of ~~n~~National and ~~s~~State library developments and to convey that information to the electorate of the ~~e~~City of Monterey Park so that there ~~shall be 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/~~Secretary~~) ~~shall will~~ rotate annually at the July meeting. The Vice President/~~Secretary~~ rotates into the Presidency. The order of rotation into the Presidency ~~shall be is~~ by date of appointment ~~subject to a confirming vote. 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). The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in Board discussions, make and second motions, and vote in Board actions and decisions, and perform the duties of a presiding officer.~~
Section 3: The Vice President/~~Secretary~~ ~~shall will~~ keep the minutes of the regular meeting, or cause the ~~City Librarian or designee~~Library's Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/~~Secretary~~ ~~shall 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 ~~shall 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 ~~shall 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 ~~shall~~must be posted in the library and at City Hall at least ~~seventy-two~~72 hours ~~prior to 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/~~Secretary~~ and ~~may~~shall be called at the request of two members of the Board. Such a meeting ~~shall~~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 a death of a close relation in the family or an illness, condition or disability of the Board member or close relation, a illness that incapacitates a Trustee. Only one excused absence will be accepted during each calendar 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. ~~When a Board member has four unexcused absences in a calendar year his/her seat will be considered vacant.~~ After the third unexcused absence, the President ~~shall~~must send a warning notice to the delinquent Board member ~~via certified mail~~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 ~~on from~~ the Board.

Commented [OK1]: Revised to define what constitutes an excused absence and specify fiscal year

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

Section 6: All Board members ~~shall~~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 ~~eighteen~~18 months, the ~~person newly appointed Board member could~~may serve the remainder of the unexpired term to which they were appointed plus two ~~additional~~ three-year terms. If the time remaining in the unexpired term is more than ~~eighteen~~18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus ~~would be considered as one of the~~ three-year terms. ~~Trustees~~Board members serve until their respective successors qualify and are appointed.

Article V LIBRARIAN The City Librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other

communication media, and for developing information and reference services

- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings.

Commented [OK2]: Recommendation to move Article V- duties of the City Librarian to Library Trustee Job Description

- Article VI
COMMIT-
TEES
- Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board. ~~s~~Such committees ~~to~~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 VII
LIAISONS
- Section 1: ~~A Board member, appointed by the President. 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 ~~shall~~must be invited to attend each Board meeting.
- Section 3: Representatives of formally recognized library associations ~~shall~~must be invited to attend all meetings of the Library Board of Trustees.
- Article VIII
ORDER OF
BUSINESS
- Section 1: The order of business ~~shall~~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 ~~Public Meeting Law~~ (Brown Act).
- Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board ~~shall~~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 ~~prior to~~before taking any action on the item.

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #59-01
By-Laws of the Library Board of Trustees
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Article IX The Board ~~or its designee shall~~must on or before November 30 of each year
ANNUAL report to the City Council on the condition of the library, for the year ending the
REPORT 30th day of June preceding.

Article X These by-laws may be amended at any regular meeting of the Board where a
AMEND- quorum is present, by the majority vote of the members present.: ~~provided a~~
MENTS ~~written copy of the proposed amendment shall be mailed to each Board member~~
~~at least 15 days prior to the meeting at which such amendment is to be voted~~
~~upon.~~

Commented [OK3]: Revised to avoid potential Brown Act violations

Article XI Board of Trustees proceedings are generally governed by Rosenberg's Rules of
AUTHORITY Order on all matters pertaining to parliamentary law. Notwithstanding
FOR Rosenberg's Rules of Order, motions will be voted upon in the order in which
MATTERS they are made. Moreover, nothing prevents the Board of Trustees expressly
NOT adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of
COVERED 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.