City of Glendora
Administrative Policy
No. 4.04 .

Subject: Bylaws of the board of Trustees of the Glendora Public Library

Effective: April 1, 1999, Revised May 21, 2001, Reviewed August 15, 2005, Reviewed September 19, 2005, Reviewed August 17, 2009

Policy Objective:

The purpose of this policy is to set forth the bylaws governing the establishment and operation of the Board of Trustees of the Glendora Public Library.

Authority:

Section 27360 of the Education Code and Ordinance No. 43 of the City of Glendora. Library Board of Trustees Meeting Action of March 15, 1999

Assigned Responsibility:

City Council of the City of Glendora, Current Board of Trustees of the Glendora Public Library and Library Director

Procedure:

See Attached.

BYLAWS
Of the
BOARD OF TRUSTEES OF THE GLENDORA PUBLIC LIBRARY

ARTICLE I. NAME

This organization shall be called "The Board of Trustees of the Glendora Public Library" existing by virtue of the provisions of Section 27360 of the Education code and Ordinance No. 43 of the City of Glendora, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II. APPOINTMENT OF BOARD MEMBERS

The library shall be managed by a board of library trustees, consisting of five members, to be appointed by the Mayor, with the consent of the City Council. The term of office is three years, and no appointee shall serve more than two full consecutive terms, except that no member appointed to fill a partial term vacancy shall be prohibited from serving two full terms.

ARTICLE III. OFFICERS

Section 1. The officers shall be a President, and a Vice-President elected from among the members at the July meeting of the board. The Secretary may be a member of the board or the Library Director, or other person designated by the board.

Section 2. Officers shall serve a term of one year beginning the July meeting at which they are elected and until their successors are duly elected. Officers shall not serve two consecutive terms in the same office.

Section 3. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, may serve as an ex-officio voting member of all committees and shall generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President, until the President can resume the position or a successor is elected.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. If any board member is absent from regular or special meetings for three consecutive meetings without prior notification to the Library Director and approval of

the President, the President shall notify the Mayor of a vacancy and request that a replacement be appointed.

Section 7. Any board member changing residence from Glendora city limits shall immediately submit his or her resignation.

Section 8. In the event of a vacancy that occurs due to resignation or any other reason the President shall so notify the Mayor and request that a replacement be appointed.

ARTICLE IV. Meetings

Section 1. The regular monthly meeting of the board shall be held on the third Monday of each month, at 7:00 p.m. at the Library.

Section 2. Any regular meeting may be adjourned or re-adjourned to a date and hour certain which shall be specified in the order of adjournment and when so adjourned each adjourned meeting shall be a regular meeting for all purposes. If the hour to which a meeting is adjourned is not stated in the order of adjournment, such meeting shall be held at the hour for regular meetings.

Section 3. Business for regular meetings shall include, but not be limited to, the following items.

a) Call to order
b) Public Comment
c) Progress and service report of Library Director
d) Unfinished business
e) New business
f) Board member items
g) Disposition of minutes of previous regular meeting and any intervening special meeting
h) Other routine items
I) Adjournment

Section 4. Special meetings may be called at the direction of the President, or at the request of a majority of all members of the board, for the transaction of business as stated in the call for the meeting, to be held at designated times and places after 24 hours written notice given to the members and to the general public.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of all members of the board.

Section 6. An affirmative vote of the majority of all members of the board shall be necessary to approve any action before the board.

Section 7. Notices of all regular meetings shall be distributed to all members and posted for the general public at least 72 hours in advance of the date of the board meeting.

ARTICLE V. LIBRARY DIRECTOR AND STAFF

The board shall advise the City Manager in the selection of a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the board and under its review and direction. The director shall specify the duties of other employees. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books and other materials in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director shall submit an annual report for the adoption of the board.

ARTICLE VI. COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VII. REPRESENTATION

Section 1. The Mayor with the consent of the City Council shall appoint representatives to the Southern California Library Cooperative System Advisory Board for a two year term. The President shall appoint to the Glendora Public Library Friends Foundation Board and other such bodies as deemed appropriate. Appointees shall serve one-year terms, not to exceed the length of term remaining on the Library Board with the exception of SCLC/SAB appointment.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of California.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by affirmative vote of majority of all members of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

These By-Laws are hereby adopted and shall become effective as of August 17, 2009 pursuant to resolution of the board.

Approved and adopted this 17th August, 2009

Ayes: 5

Noes: Ø

Absent: Ø

City of Glendora
Library Board of Trustees

Attest: Robin Weed-Brown
Robin Weed-Brown, Library Director

By: Patricia N. Gomer
Tricia Gomer, President