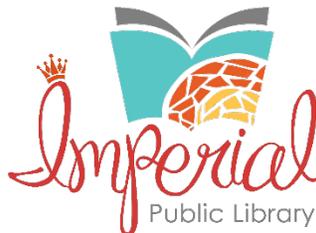


**Imperial City Library Board of Trustees**

Mia Hernandez - President  
Valentina Estes – Vice President  
Magdalena Altamirano – Trustee  
Alejandra Banda – Trustee  
Yvonne Sotomayor – Trustee



**STAFF REPORT**  
**Agenda Item No. B-5**

**To:** Imperial Library Board of Trustees

**From:** Library Manager, Ember Haller

**Date:** January 13, 2026

**Subject:** Review and Discussion of Current Bylaws

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**Summary/Background:**

During the regular meeting of the Library Board on September 9 and October 14, 2025, the bylaws were reviewed and identified as not addressing several areas common in public library bylaws, such as:

- Residency and eligibility requirements for Trustees
- Trustee attendance expectations and consequences for repeated absences
- Conflict of interest and ethics requirements
- Clarity of the recommendation of trustees by members of the City Council
- Authority to establish standing (and ad hoc) committees
- Procedures for bylaw amendments and regular review

The California State Library and other governance organizations recommend that bylaws be comprehensive, up to date, and reviewed annually. The State Library's *California Public Library Trustees Toolkit* identifies the minimum that bylaws should include under Principle 3:

- The library board officers to be elected, methods of election, length of their terms, and the powers and responsibilities of each officer
- When meetings are held and how meetings are conducted
- Definition of a quorum and attendance requirements
- The standing committees to be appointed, the method of appointment, and what they do
- Provision for amending bylaws
- Provision for term limits
- Provision for calling special meetings
- Provision for removing a board member with reasonable cause and appointing new members
- Provision for reviewing bylaws, at least, every three years

This meeting provides an opportunity for the Board to continue:

- Reviewing the current bylaws in their entirety
- Discussing which sections are clear and sufficient is written
- Identifying gaps or areas of concern that may require revision
- Prioritizing topics for inclusion in a draft revised version

**Staff Recommendation:**

Staff recommend that the Board continue to review the current bylaws, discuss possible areas for revision, and provide guidance on priority topics to inform the preparation of a draft revised version.