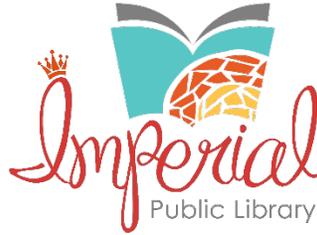


Imperial Library Board of Trustees

Mia Hernandez – President
Valentina Estes – Vice President
Magdalena Altamirano – Trustee
Alejandra Banda – Trustee
Ivonne Sotomavor – Trustee



STAFF REPORT
Agenda Item No. B-1

To: Imperial Library Board of Trustees
From: Library Administrator, Ember Haller
Date: October 14, 2025
Subject: Review and Discussion of Current Bylaws

Summary/Background:

During the regular meeting of the Library Board on September 9, 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 as 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.

Attachments:

The following items are attached to identify areas of the bylaws for discussion:

- Current Bylaws adopted by City Council in 2021
- California Public Library Trustees Toolkit

**BY-LAWS OF THE BOARD OF TRUSTEES
CITY OF IMPERIAL PUBLIC LIBRARY**

Article I – Name

Section 1. This body shall be named the Imperial City Library Board of Trustees, hereinafter referred to as “Board.”

Article II – Mission and Purpose

Section 1. The Board is an advisory board to the Imperial City Council. The Board shall do and perform those acts and things necessary or proper to advise the City Council on the proper administration of the library. Areas of focus include:

- Reviewing policies recommended by staff;
- Recommending long-range plans regarding facilities, staff, and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions; and
- Generating public support and participation in library programs.

Article III – Trustees

Section 1. The Imperial City Library shall be managed by a Board of Trustees, consisting of five members, to be recommended by members of the City Council, appointed by the Imperial City Mayor with the consent of the City Council.

Section 2. The Term of Office and Compensation – The Trustees shall hold office for three years serving without compensation. The members of the first board appointed shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year (June); two at the end of one year thereafter and two at the end of two years thereafter.

Section 3. Vacancies – Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

Article IV – Meetings

Section 1. Regular meetings of the Board shall be on the second Tuesday of each month at 6:00 p.m. in the City Council Chamber.

Section 2. Meetings of the Board are governed by the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

Section 3. A majority of the Board shall constitute a quorum for the transaction of business.

Article V – Officers

Section 1. The officers of this Board shall be a President, a Vice-President, and a Secretary. The President and Vice-President shall be elected annually from the Board's own number. The Secretary shall be the Director of Community Services.

Article VI – Duties of Officers

Section 1. President – The President shall preside at meetings and appoint members to special committees. The President shall also perform the duties usually belonging to that office.

Section 2. Vice-President – The Vice-President shall, in the absence of the President, perform the duties of the President.

Section 3. The Secretary shall keep a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings, and perform such other duties as are generally associated with the office of Secretary.

Article VII – Annual Report

Section 1. The Board shall review the annual report prepared by the Director of Community Services prior to its submission to the State Librarian. The annual report will be submitted to State Library following all requirements and deadlines as set forth by State in order to maintain funding eligibility and contribute to statewide data. The report shall, in addition to other matters deemed expedient by the Board, contain such statistical and other information as deemed desirable by the State Librarian.

Article VIII – Amendments

Section 1. These By-Laws may be amended by the City Council at a regular meeting of the City Council.

Adopted by the City Council of the City of Imperial on _____, 2021.

Karin Eugenio, Mayor
City of Imperial