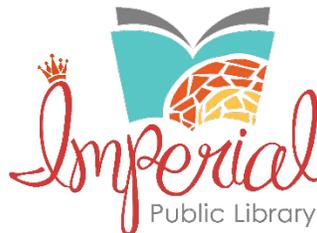


Imperial City Library Board of Trustees

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



STAFF REPORT
Agenda Item No. B-2

To: Imperial City Library Board of Trustees
From: Library Administrator, Ember Haller
Date: September 9, 2025
Subject: Review of Current Bylaws

Summary/Background:

The Board's current bylaws provide the basic framework for governance, but do not address 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.

This meeting provides an opportunity for the Board to:

- Review the current bylaws in their entirety.
- Discuss which sections are clear and sufficient as written.
- Identify gaps or areas of concern that may require revision.
- Prioritize topics for inclusion in a draft revised version.

Examples of potential revision items include:

- Adding the requirement that trustees must reside within the city.
- Establishing an attendance policy with removal provisions.
- Clarifying election procedures.
- Explicitly allowing the Board to create committees.
- Adding conflict of interest and ethics provisions.
- Defining a process for regular bylaw review and amendment.

Staff Recommendation:

Staff recommends that the Board review the current bylaws, discuss possible areas of revision, and provide directions on priority topics to guide the preparation of a draft revised version.

Attachments:

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

- Trustee Discussion Worksheet