

**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