

DEL NORTE COUNTY LIBRARY DISTRICT

BYLAWS OF THE BOARD OF TRUSTEES

ARTICLE I. AUTHORITY AND DUTIES

The Board of Trustees of the Del Norte County Library District came under the Governance of a Board of Trustees in 1978 as provided in the California Code, Title 1, Sections 19400-19532.

Duties of the Board

- a. Employ a competent and qualified Director/Manager to oversee the work of library's locations, staff, programs and services
- b. Annually evaluate the performance and effectiveness of the Director/Manager in fulfilling their duties and responsibilities as outlined in the library policies
- c. Respect the chain of command and consult with the Director/Manager for all library related matters
- d. In consultation with the Director/Manager, determine and adopt written policies to govern all operations and program of the library
- e. Cooperate with local residents, officials, and relevant organizations, in support of the mission of the library
- f. Prepare and seek adequate funding for the Library budget
- g. Working with the Director/Manager, develop long-range goals for the library and work towards the achievement of those goals
- h. Do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, which may be amended from time to time

Duties of Individual Trustees

- a. Attend board and committee meetings to which they are assigned, as well as other related non-District organization meetings and events
- b. Use information necessary to make informed judgements to perform responsibilities in good faith, with the care that an ordinarily prudent person would use under similar circumstances, and with loyalty to the best interests of the library and the residents of the district
- c. Treat other board members, the Director/Manager, employees, and members of the public with dignity and respect, following library policy against bullying and other inappropriate behavior
- d. Follow the Board Member Code of Conduct

ARTICLE II. MISSION, VISION, and VALUES

Mission

The existence of the Del Norte County Library District assures public ownership of print collections,

digital resources, and a gathering space for the citizens of the library district. We are committed to sustaining the value of public library services, educational programs, and community events for the greater Del Norte County community through the use of traditional and innovative technologies.

Vision

The Del Norte County Library acts as a community hub that provides collections, programs, and leadership to promote literacy and inform citizens through open and equal access to cultural, intellectual, recreational, and informational resources.

Values

We aim to continue to...

- Deliver excellent customer service
- Provide and advocate for access for all
- Act with flexibility, creativity, and initiative
- Work together with enthusiasm and optimism to reach our goals
- Be responsible stewards of resources
- Increase cultural understanding across our diverse communities

ARTICLE III. BOARD ORGANIZATION

Membership

The Board is composed of five (5) members of a Board of Trustees, elected at large, serving without pay for four-year, staggered terms. Elections are held biannually in even-numbered years on the same day as the State General Election, the first Tuesday after the first Monday in November. Trustees take office the last Friday in November, succeeding their election.

The Library Director/Manager shall serve as a non-voting, ex-officio member of the Board of Trustees.

Officers

The officers of the Board of Trustees shall be the Chair, Vice Chair, and Secretary. The Chair runs Board meetings, and supports the Director/Manager to set and post meeting agendas, minutes, and other public documents. The Chair facilitates effective communication among and between the Director/Manager, Trustees, other agencies officials, and the community. The Vice Chair supports the work of the Chair and runs Board meetings when the Chair cannot be present. The Secretary signs the minutes taken by the Bookkeeper (or staff member). Officers are not considered impartial and can pass the gavel.

Election of Officers

The Board of Trustees elects two officers at the regular December Board meeting from among its members. The officers remain in office for a term of one year or until their successors are duly elected, or they are replaced by a majority vote.

Committees

The Board may create and appoint standing or special committees for any purpose and delegate to such committees to the extent permitted by law, any of the powers and authority of the Board of Trustees by simple majority. Generally, committees of the Board consist of 1-2 Trustees, appointed by the Chair, at the time when officers are elected. Members of the public may be included in committee membership, as well as staff and volunteers as recommended by the Library Director/Manager.

Committee Reports

Committee members report to the Board and the public at each Board Meeting to make progress reports and/or present proposals for consideration. Each committee report should be considered an agenda item.

Standing Committees and Assignments:

- **Budget**
Trustees serving on this committee support the Library Director/Manager in annual budget planning efforts. Trustees develop an advanced understanding of the budgeting process, review monthly expenses with care, and assist with clarifications before Board meetings. Trustees serving on this committee liaison with the Auditor-Controller's Office when necessary and may be authorized to sign on behalf of the Manager if requested.
- **Partnerships**
Trustees serving on this committee support the Library Director/Manager in building long-term relationships with people and organizations serving the community. Trustees represent the Board at booster meetings such as the Del Norte Friends of the Library and the Del Norte Library Foundation. Trustees serving in this capacity report to the Board on the efforts of these organizations. Under the direction of the Library Director/Manager, they may also engage in fundraising activities for library programs and services.
- **Government Liaison**
Trustees serving on this committee act as the primary liaison between the Library District Board and other government entities, including the City Council, the Del Norte County Board of Supervisors, and area tribal governments and cultural committees. In addition to raising the Library District's profile and building strong relationships with these governments, Trustees report back to the Board on the business these entities conduct when it is of relevance to the District.
- **Policy and Strategic Planning**
Trustees on the Policy and Strategic Planning Committee ensure that the Board's bylaws and other policies are up to date and appropriate. Trustees on this committee develop expertise in current policy and policy requirements to aid the Board in future amendments. Trustees communicate annually with LAFCo when the Bylaws change. In addition to policy work, the Trustees on this committee lead the Board in long-term and strategic planning.

Resignations, Absences, and Vacancies

Trustees may resign at any time by letter or electronic communication to the Director/Manager, Chair, Vice Chair, or Secretary of the Board of Trustees.

Excessive Absences

Any trustee absent from three consecutive regular or special meetings without approval of the Board of Trustees may be terminated by a majority vote of the board.

Vacancies

In the event of a Trustee vacancy, the Board shall fill it within 60 days by advertising the vacancy. Interested persons shall submit an application form or resume which will be reviewed in open session. The Board may then select from the applicants a new Trustee. The term of office shall be the unexpired term. If the Board fails to fill the vacancy within 60 days, the appointment becomes subject to the approval of the Del Norte County Board of Supervisors as per state law.

ARTICLE IV. MEETINGS

Public Notice

The board of trustees shall meet at least once a month at such times and places as may be fixed by resolution. The agenda shall be posted by the Director/Manager a minimum of 72 hours prior to the meeting date. Special meetings may be called at any time by any member of the Board with at least 24 hours' notice to the public by the Director/Manager.

Public Inclusion

The Board welcomes and appreciates democratic participation in all meetings. It shall follow the provision for public input as required by the Brown Act. Out of fairness and a desire for input, the following rules apply to public comments:

Persons wishing to comment shall:

- a) Speak only when recognized by the Chair or person conducting the meeting
- b) Limit each statement to five minutes (or as designated by the Chair)
- c) If commenting in writing, the comment shall be read aloud by the Chair during the public comment period.

No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.

The Chair has the duty to take necessary and fair action to ensure an orderly meeting.

The Board will take the comments into consideration but will not engage in a debate with patrons, nor allow for continuous public debate.

Speakers may offer concerns and criticisms of library operations and programs as concerns them. In public sessions, the Board will not discuss personnel issues about library employees in a public forum. All

personnel issues should be handled by the Director/Manager unless the Director/Manager has failed to handle reported issues. Under the rare circumstance this occurs, it should go to a closed session so that both the Director/Manager and the employee have a chance to prepare and be at the meeting.

An item may be submitted to the Library Director/Manager for addition to the Board agenda no later than one week before the scheduled meeting, with supporting documents attached if applicable.

Procedures

The Chair will head the meetings of the Board of Trustees of the Del Norte County Library District according to the most recent edition of Robert's Rules of Order.

Quorum

A majority of the sitting board shall constitute a quorum for the transaction of business.

Minutes

Minutes shall be taken by the Bookkeeper. If the Bookkeeper is absent, the Manager/Director or other Trustee designated by the Board will take minutes.

ARTICLE V. AMENDMENTS TO THE BYLAWS

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been given to the Trustees at least seven (7) days prior to the meeting.