

**BYLAWS
BOARD OF TRUSTEES
ENRIQUE S. "KIKI" CAMARENA MEMORIAL
LIBRARY**

ARTICLE I

NAME

Section 1. The name of this organization shall be the Board of Trustees of the Enrique S. "Kiki" Camarena Memorial Library.

PURPOSE

Section 2. The purpose of the Board of Trustees is the management of the Enrique S. "Kiki" Camarena Memorial Library in accordance with the provisions of the Calexico Municipal Code, the Education Code of the State of California, and such other statutory provisions as may be pertinent, in order to provide library service to the community of Calexico.

GOALS

The goal of the Board of Trustees is to provide the best possible library service for the community of the Enrique S. "Kiki" Camarena Memorial Library through:

1. Effective and economical library operations, management, and staffing, use of physical facilities, and employment of modern library science methods and technology.
2. Promotion and encouragement of public knowledge and use of library services and facilities.
3. Regular study, analysis, and evaluation of public uses, needs and attitudes regarding library service, and implementation of appropriate actions related thereto.
4. Enhancement of library growth potential: and
5. Enhancement of local library service through participation in interlibrary cooperative agreements and in the state library system.

In pursuit of this goal, annually the Board of Trustees shall establish short-term (current or next fiscal year) and long-term (2-5 fiscal years) objectives.

B Y L A W S

TRUSTEES

18910 BOARD OF LIBRARY TRUSTEES

The public library shall be managed by an Administrative Board of Library Trustees, consisting of five members, to be appointed by the mayor with the consent of the legislative body of the municipality.

Compensation

Board members may not be paid a salary, but may be reimbursed for expenses incurred in the performance of their duties.

18911 TERM OF OFFICE

The trustees shall hold office for three years. The members of the first board shall classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year thereafter, and two at the end of two years thereafter.

Appointments

The Library Board of Trustees will make known to the mayor their recommendations for any new members.

18912 ELIGIBILITY

Men and women are equally eligible to appointment as trustees.

Absence of Board Members

Whenever possible, members shall notify the Librarian of their intent to miss a meeting, stating the reasons of the absence. The City Council shall be notified of any three consecutive unexcused absences of any Board member. These absences can be cause for dismissal.

18913 VACANCY IN OFFICES

Vacancies will be filled by one of the trustees for the unexpired term. Vacancies of members will be reported to the City Council with the recommendations from the Board of Trustees to fill the unexpired term.

MONTHLY MEETINGS

18914 The Library Board of Trustees shall meet on the second Wednesday of the month at 7:00 P.M. at the Enrique S. "Kiki" Camarena Memorial Library in the multipurpose room, except when Wednesday falls on a legal holiday, the meeting will be held on the following day.

Resolution _____

Section II ORDER OF BUSINESS

At the appointed time of the meeting, the President shall call the meeting to order and shall cause the roll to be called. The first business after roll call shall be the approval of the minutes of the last meeting. These minutes may be approved without reading if the Board members have been furnished copies in advance.

Thereafter, the order of business shall be: Approval of financial reports. Approval of bills, Report and recommendations of the Director, Report of committees, Communications, Unfinished business, New business, Miscellaneous items, Adjournment.

Section III SPECIAL MEETINGS

18915 Special meetings may be held from time to time as circumstances may demand, at the call of the President or on petition of a majority of the members of the Board. A notice of a special meeting shall be received by each member at least 48 hours before the time set for the meeting.

18916 QUORUM

A majority of the Board shall constitute a quorum for the transaction of business. If no majority after 15 minutes, the members may adjourn their meetings.

18917 PRESIDENT & VICE PRESIDENT

A. The Board shall select a president and vice president annually.

B. The president shall approve a written agenda to be mailed for all meetings subject to approval by the Board.

18918 RECORDS

The Library Director will act as secretary but may be assisted by a library clerk to keep a proper record of the proceedings. Notices of all meetings shall be sent to the city.

The Board of the Library of Trustees will make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the libraries under its management, and all property belonging there-to and including:

1. Selection of the Library Director shall be in conformance with the Equal Opportunity Employment and affirmative action guidelines of the city. The preliminary review of the applicants shall be by a committee composed of the Personnel Director of the city, a Board member, a Librarian from outside the city, and two members at large if necessary. The top three candidates will be interviewed by the Library Board and a recommendation made to the City Council.

2. The Board shall determine all vacations, schedules, holidays, library closures, inventories, etc. Actions taken by the Board will be forwarded to the city.

3. The Board shall set the salaries of the library employees by means of the budget, which is subject to approval by the City Council.

Section V PROCEDURE FOR HANDLING COMPLAINTS

All complaints of any type should be made to the Director who shall keep the Board fully advised and inform thereof. If the individual or group making the complaint wishes the complaint to be made to the Board, the correct procedure is to present the complaint in writing to the Director with the request that it be presented to the Board.

Article V AMENDMENTS

Any changes in these rules and regulations shall be proposed in writing at a regular meeting and laid over until the following regular meeting for action, notice having been given each member of the proposed change. The affirmative vote of at least three members shall be necessary to affect the change. Such change shall be made in the body of this document and not listed in chronological or any other order at the end of the document.

The Library Board of Trustees will administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust of otherwise, property situated in this state or elsewhere. Where not otherwise provided, dispose of the property for the benefit of the library. All gifts and bequests shall be administered in accordance with its terms.

The Library Board of Trustees will prescribe the duties and powers of the Library Director, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees. The officers and employees shall hold their offices or positions at the pleasure of the Board subject to the personnel policies of the city. The Library Director hires librarian, clerks, secretaries, custodians, and other necessary employees.

Article IV THE DIRECTOR

Executive Officer of the Board

The Library Director shall be the executive officer of the Board. He/She shall advise the Board in formulating library policies and shall have the authority to coordinate and supervise the work of all the employees of the library system.

Powers and Duties Held Jointly by Board and Library Director

- A. Public Relations and interpreting the library to the public.
- B. Preparation of the budget.
- C. Obtaining adequate funds for library operation.
 - 1. At budget hearings, the Board presents the financial requirements of the library and the reasons for them; the Library Director answers questions on administration and financial details.
- D. A program of planned growth and improvement of library and library service.
- E. Purchase of books and library materials (consistent with the policy determined by the Board) and purchase of equipment.

Other Duties Held by Library Director

- A. Is responsible for general administrative and supervision of the entire operation of the library.
- B. Employs all personnel and supervises their work.
- C. Attends all Board meetings.

Other Duties Held by Library Director (continue)

D. Provides extension of local book collection through interlibrary loan and other means.

E. Financial records and the presentation of a financial summary at each Board meeting.

The Library Board shall have the supervision, care and custody of the building known as the Enrique S. "Kiki" Camarena Memorial Library, 850 Encinas, Calexico, CA. The library hours, and policies will be set by the Board for the efficient operation of the library.

18922 PURCHASE OF PERSONAL PROPERTY

The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property, from the money budgeted by the City Council, and other revenues.

18923 PURCHASE OF REAL PROPERTY

The Library Board of Trustees shall have the authority to purchase real property, and erect or rent and equip such buildings or rooms as may be necessary, providing they have sufficient funds in the "Library Trust Fund" or Budget.

18924 STATE PUBLICATIONS

The Library Board of Trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws and other publications of the State not otherwise disposed of by-law.

18925 BOOKS

The Library Board of Trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow non residents to borrow books upon such conditions as the Board may prescribe.

18926 GENERAL DUTIES

The Library Board of Trustees may do and perform any and all other acts and things necessary of proper to carry out the provisions of this chapter.

The Library Board of Trustees shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the library, for the year ending the 30th day of June Preceding. The reports shall, in additions to other matters, deemed expedient by the Board of Trustees or administrative head of the library, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose, the State Librarian may send to the several board of trustees or administrative heads of the library instructions or questions blanks so as to obtain the material for a comparative study of library conditions in the state.

Article 3 SUPPORT OF LIBRARIES

Section I

Annually, the Library Director shall prepare and present to the Board of Trustees a Library Budget Proposal for the coming fiscal year. After consideration and adoption by Board action, the proposed budget shall be forwarded to the City Council for consideration. Upon final approval of the Library Budget for a given fiscal year by the City Council, the Board of Trustees shall control all expenditures of monies in the library fund.

SECTION 2

Expenditures from the Library Budget during a fiscal year shall not exceed the beginning balance plus the income for that year. All expenditures from the budget or from such other funds as may be under the authority of the Board of Trustees, shall be on a cash basis by warrant authorized by Board action. Lease-purchase arrangements that extend beyond the current fiscal year may entered into only with prior approval of the City Council.

All money acquired by gift, devise, bequest, or otherwise, for the purpose of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purpose authorized in this chapter.

If payment into the treasury is inconsistent with the conditions or terms of any gifts, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and application thereof to the use of the library, in accordance with the terms and conditions of the gifts, devise or bequest.

18953

WARRANTS

Payments from the fund shall be made upon warrants (demands) issued after due audit by, and on order from, the library trustees. The warrants shall be signed by the Board President and Library Director. The treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority.

Section 1

Purchase orders shall be signed by the Library Director or Board President for approval. The P.O. can then be executed. On non-availability of the Board President, another trustee may countersign the purchase order or warrants, and on non-availability of the Library Director the next in charge will countersign the purchase order or warrants.

SECTION 2

Once copy of the purchase order will go to the Finance Officer before the purchase is finalized to verify that there are sufficient funds in the budget.

SECTION 3

Demands (warrants) for payment with accompanied document will be presented to the Library Board of Trustees at monthly meetings for their approval. On approval, Demands will be sent to the City Finance Officer for payment.

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RULES

The Enrique S. "Kiki" Camarena Memorial Library shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by the Board of the Library of Trustees. Any person who violates any rule, regulation, or by-law may be fined or excluded from the privileges of the library.

18961

CONTRACT WITH CITY OR COUNTY

The Board of the Library of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the County in which the public library is situated, may contract for lending the books of the library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

18962

LEGAL TITLE

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisitions, or otherwise designated, vests in the City of Calexico in which the library is situated, and in the name of the name of the City of Calexico may be sued for and defended by action at law or otherwise.