

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Library Commission Appointments, Vacancies & Removal of Commissioners

POLICY NUMBER: 7020

7020.1 Any member of the public who lives within the geographic boundaries of the Library District is eligible to apply for appointment to the Library Commission.

7020.1.1 A Library District employee or contractor is ineligible for appointment.

7020.1.2 Anyone who has been convicted of a felony and who is not in prison but who is still on parole is ineligible for appointment.

7020.1.3 All qualified applicants will be interviewed.

7020.2 Library Commissioners shall be appointed for staggered three (3) year terms that begin on July 1. An individual shall serve no more than three (3) consecutive three (3) year terms.

7020.2.1 Members of the Library Commission serve without compensation.

7020.2.1 An individual whose term has expired shall serve until the Governing Board of Library Trustees has appointed a replacement.

7020.3 When the three-year term of any Library Commissioner is within three (3) months of its expiration date, the District Librarian will inform the Governing Board of Library Trustees and thereby initiate the official period of announcement, acceptance of applications, interviews and selection.

7020.3.1 The Governing Board of Library Trustees will designate two (2) Trustees to serve as an interview committee which shall bring recommendations to the Governing Board of Library Trustees for formal consideration and appointment.

7020.3.2 The District Librarian will act to insure full and wide-scale public announcement, to provide applications and accept completed applications, to convene the interview committee, and to prepare the recommendations for the Governing Board of Library Trustees agenda.

7020.3.2.1 The period during which applications will be accepted shall be no less than three (3) weeks and no more than six (6) weeks.

7020.4 In the event that a vacancy occurs during the three (3) year term, the Governing Board of Library Trustees will act to fill the vacancy, either by direct appointment or through the regular process established in section 7020.5 above.

7020.4.1 An individual selected to fill a vacancy is appointed to fill the remainder of the term in question, and said appointment does not count towards the three (3) term limit.

7020.5 The Library Commission shall declare a position vacant when any of the following circumstances occur:

7020.5.1 A member changes his or her residence to a location outside of the geographic boundaries of the Library District;

7020.5.2 A member has accumulated three (3) unexcused absences in a year, or, missed a total of five (5) meetings under any circumstances in a year, or, missed three (3) consecutive meetings.

7020.6 The Library Commission shall by majority vote recommend to the Governing Board of Library Trustees that a Library Commissioner be removed under the following circumstances:

7020.6.1 Failure to maintain the confidentiality of business conducted in a legally closed session, except as permitted by law;

7020.6.2 Failure to maintain the confidentiality of Library documents subject to confidential treatment, except as permitted by law;

7020.6.3 Failure to disqualify himself/herself immediately whenever a conflict of interest occurs;

7020.6.4 Failure to avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the Library District;

7020.6.5 Failure to follow Library District policies;

7020.6.6 Seeking to interfere in the day-to-day operation of the Library by giving direct orders to the District Librarian or staff, or asking staff to ignore or circumvent Library policy;

7020.6.7 Irresponsible or unethical conduct, including but not limited to, fraud in securing appointment; drunkenness or being under the influence of a controlled substance while on duty; conviction for a felony; misuse of Library District property including financial resources; unlawful discrimination including

harassment on the basis of race, religion, color, national origin, ancestry, disability, sexual orientation, sex, or age against any person while acting in the capacity of a Library Commissioner.

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