

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: GOVERNING BOARD OF LIBRARY TRUSTEES

POLICY GROUP: 8000

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Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Governing Board of Library Trustees
POLICY NUMBER: 8000

8000.1 As provided for in Section 18300 and Section 18310 of the Education Code, the Governing Board of Library Trustees consists of those individuals who have been elected or appointed as trustees of the Dixon Unified School District.

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Powers and Duties of the Governing Board
of Library Trustees**

POLICY NUMBER: 8005

8005.1 The powers and duties of the Governing Board of Library Trustees, as established by the provisions of Education Code section 18400 and as limited by the establishment of the Library Commission as permitted for in Section 18440 of the Education Code, encompass the following:

8005.1.1 Select and appoint individuals to the office of Library Commissioner as provided in policy 7020.

8005.1.2 Act upon any request by the Library Commission to remove an individual from the office of Library Commissioner as provided in policy 7020.

8005.1.1 Consent to the disposal of property as provided for in Section 18401 of the Education Code.

8005.1.2 Consent to the purchase, erection, rental and equipment of buildings or rooms pursuant to Section 18404 of the Education Code.

8005.1.3 Review and approve the proposed budget presented by recommendation from the Library Commission.

8005.2 If, as permitted in Section 18452 of the Education Code, the Governing Board of Library Trustees shall act to dissolve the Library Commission, all powers and duties previously exercised by the Library Commission as provided in Section 18449 of the Education Code shall revert to the Governing Board of Library Trustees.

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Code of Conduct for Governing Board
of Library Trustees

POLICY NUMBER: 8010

8010.1 The Governing Board of Library Trustees is committed to providing excellence in legislative leadership which results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Governing Board of Library Trustees, the following rules will be observed.

8010.1.1 The dignity, style, values and opinions of each Trustee will be respected.

8010.1.2 Responsiveness and attentive listening in communication is encouraged.

8010.1.3 The needs of the Library District's constituents should be the priority of the Governing Board of Library Trustees.

8010.1.4 The primary responsibility of the Governing Board of Library Trustees is the provision of free library service to the residents of the Library District. Inasmuch as the Governing Board of Library Trustees has established a Library Commission, the formulation and evaluation of policy is given to that Commission. Routine matters concerning the operational aspects of the Library District are to be delegated to the District Librarian.

8010.1.6 Governing Board of Library Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.

8010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Governing Board of Library Trustees takes action, each Trustee should commit to supporting said action, and not act to create barriers to the implementation of said action.

8010.1.8 Governing Board of Library Trustees should observe the following procedures:

8010.1.8.1 In seeking clarification on informational items, a Governing Board of Library Trustees may directly approach the Library Commission President or the District Librarian to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

8010.1.8.2 In handling complaints from residents and property owners in the Library District, said complaints should be referred directly to the District Librarian.

8010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Librarian or the Library Safety Officer. Emergency situations should be dealt with immediately by seeking appropriate assistance.

8010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Commission President and the District Librarian.

8010.1.9 When approached by Library District personnel concerning specific Library District policy, a Governing Board of Library Trustees should direct inquiries to the District Librarian.

8010.2 The work of the Library District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the Library District.

8010.2.1 When responding to constituent requests and concerns, Governing Board of Library Trustees should be courteous, responding to individuals in a positive manner and routing their questions to the Library Commission and the District Librarian.

8010.2.2 Governing Board of Library Trustees should develop a working relationship with the Library Commission and the District Librarian wherein current issues, concerns and Library District projects can be discussed comfortably and openly.

8010.2.3 Governing Board of Library Trustees should function as a part of the whole. Issues should be brought to the attention of the Governing Board of Library Trustees as a whole, rather than to individual members selectively.

8010.2.4 While pursuing the Library District's mission, Governing Board of Library Trustees are responsible for monitoring the Library District's progress in attaining its goals and objectives.

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POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Characteristics of Library Trustees
POLICY NUMBER: 8015

8015.1 Service on a Governing Board of Library Trustees constitutes a public trust. It carries with it the responsibility to render faithful service, and to provide enlightened leadership, which will promote the best library service the community can afford.

8015.2 The Governing Board of Library Trustees should be composed of individuals representing the highest standards of the community. An ideal Governing Board of Library Trustees is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will enhance the value of an individual as a board member are:

8015.2.1 Understanding of cultural, social and economic conditions in the community.

8015.2.2 Appreciation of the role of the Library as an educational center for the whole community.

8015.2.3 Ability to help make the Library appreciated and respected in the community.

8015.2.4 Availability to give the time and effort required for board and committee meetings.

8015.2.5 Willingness to keep informed on library trends, developments and progress so that the program will constantly grow according to modern requirements.

8015.2.5 Willingness to present the Library District's fiscal, building and program needs to appropriating bodies and the community.

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Officers of the Governing Board
of Library Trustees**

POLICY NUMBER: 8020

8020.8 The Governing Board of Library Trustees officers shall be a President, a Vice-President, and a Clerk, elected by voice vote or ballot from among the Trustees at the annual meeting of the Governing Board of Library Trustees.

8020.8.1 Officers shall serve a term of one year from the annual meeting at which they are elected or serve until their successors are duly elected.

8020.8.2 Officers shall assume their positions at the conclusion of the meeting at which the election is conducted.

8020.8.3 The President shall preside at all meetings of the Governing Board of Library Trustees, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Governing Board of Library Trustees, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President may not serve for more than two consecutive terms.

8020.8.4 The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

8020.8.5 The Clerk shall keep a true and accurate record of all meetings of the Governing Board of Library Trustees noting which members are present or absent. These minutes shall be approved at the next regular Governing Board of Library Trustees meeting.

8020.8.5.1 The District Librarian or his/her designee shall serve as the recorder for the Clerk, and shall so serve at every meeting of the Governing Board of Library Trustees.

8020.8.6 Should the office of Vice-President or Clerk become vacant during a term, the remaining Governing Board of Library Trustees members shall elect a member to fill the unexpired term.

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Meetings of the Governing Board
of Library Trustees**

POLICY NUMBER: 8025

8025.1 Regular meetings shall be held each quarter, normally the second Thursday of the third month unless otherwise changed by appropriate action by the Governing Board of Library Trustees.

8025.1.1 The Governing Board of Library Trustees shall adopt an annual calendar of regular meetings at its June meeting which will also specify starting time of the meeting and location of the meeting.

8025.1.2 The annual meeting, which shall be for the purpose of the election of officers and other appropriate business, shall be held at the time of the regular meeting in December of each year.

8025.1.3 If all necessary business cannot be concluded at a regular meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting shall be adjourned to a time and place specified before the close of the regular meeting.

8025.1.4 Seventy-two (72) hours prior to each regular meeting, official notice shall be given in accordance with the Ralph M. Brown Act, meeting packets will be delivered to each Governing Board of Library Trustees, and the meeting agenda will be posted at the Library District offices.

8025.1.4.1 Newspapers of general circulation in the Library District, radio stations and television stations which have requested notice of meetings will also receive official notice of the meeting as well as meeting packets.

8025.2 Special meetings (non-emergency) may be called by the President, or a majority of the Governing Board of Library Trustees members, or by the District Librarian, providing that written notice and an agenda have been given to all Governing Board of Library Trustees and the news media at least twenty-four (24) hours prior to the meeting.

8025.3 In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities and services or a situation involving disaster, damage to the facility, and injury to the public, a special emergency meeting may be called upon the written request by the President of the

Library Commission or the District Librarian. Such a meeting may be convened without compliance with the twenty-four (24) hour rule.

8025.3.1 Newspapers of general circulation in the Library District, radio stations and television stations which have requested notice of meetings will be notified as least one hour prior to the start of the special emergency meeting.

5010.3.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings will be observed with the exception of the twenty four (24) hour notice. The minutes of the emergency special meeting, a list of persons the District Librarian or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting will be posted for a minimum of ten days in the Library District office as soon after the meeting as possible.

8025.4 A quorum must be present at each meeting, and shall consist of three Trustees.

8025.5 All meetings shall be conducted in compliance with the Ralph M. Brown Act as follows:

8025.5.1 The agenda shall be developed by the District Librarian in consultation with the President of the Governing Board of Library Trustees. Any Governing Board of Library Trustees member may request that an item be included on the agenda for consideration. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting, and will clearly identify the time and location for the meeting.

8025.5.1.1 Any Governing Board of Library Trustees member may request that an item be included on the agenda for consideration. Such a request must be received at least ninety-six (96) hours before meeting packets are to be delivered.

8025.5.1.2 No business shall be transacted at any meeting of the Governing Board of Library Trustees other than those matters named in the publicly posted agenda.

8025.5.2 All meetings shall be called to order by the President, or in the President's absence, by the Vice- President or other officer designated by the President.

8025.5.3 Where not otherwise specified by law, *Robert's Rules of Order* shall govern proceedings of all meetings.

8025.5.4 The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

- * Call to order; roll call of members

- * Introductions
- * Communications
- * Approval of the minutes of the previous regular meeting and of any intervening special meetings
- * Review and approval of the agenda
- * Public presentation to, or discussion with, the Commission
- * Review and approval of financial reports and expenditures
- * Consent items
- * Library Commission President's report
- * District Librarian's report
- * Unfinished business
- * New business
- * Committee and other reports
- * Closed Session (when applicable)
- * Return to open session (when applicable)
- * Agenda review and development for next meeting
- * Trustee comments
- * Adjournment

8025.5.5 An affirmative vote of the majority of Governing Board of Library Trustees present shall be necessary to approve any action. The President or any member of the Governing Board of Library Trustees may call for a roll call vote or a qualified ballot vote. Unless such a vote is called for, action may be taken by voice vote.

8025.5.6 The President shall vote on all matters and shall have equal privileges as a member including the right to surrender the authority of the President to the Vice-President for the purpose of making motions, introducing resolutions or making nominations.

8025.5.7 Nothing in this policy shall prevent the Governing Board of Library Trustees from hearing comments and testimony from a member of the public on matters that are not on the agenda. However, the Governing Board of Library Trustees shall not discuss or take action on such matters at that meeting, other than to place the item or items on the agenda of the next scheduled meeting.

8025.6 The President shall appoint committees of one or more members for such specific purposes as the Governing Board of Library Trustees may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed, and after its final report is made to the Governing Board of Library Trustees.

8025.6.1 All committees shall make a progress report to the Governing Board of Library Trustees at each of its meetings.

8025.6.2 No committees shall have other than advisory powers unless, by suitable action of the Governing Board of Library Trustees, it is granted specific power to act.

8025.6.2.1 The meetings of any committee which is granted specific power to act shall be conducted in compliance with the Ralph M. Brown Act.

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Minutes of Governing Board of Library Trustees Meetings
POLICY NUMBER: 8030

8030.1 The Secretary, with the assistance of the District Librarian serving in his/her capacity as Recorder, will keep minutes of all regular and special meetings of the Governing Board of Library Trustees.

8030.1.1 Copies of a meeting's minutes will be distributed to Governing Board of Library Trustees members as a part of the information packet for the next regular meeting of the Governing Board of Library Trustees, at which time the Governing Board of Library Trustees will consider approving the minutes as presented or with modifications. Once approved by the Governing Board of Library Trustees, the official minutes will be kept in the Library District Administrative Office.

8030.1.2 Unless directed otherwise, an audio recording of regular and special meetings of the Governing Board of Library Trustees will be made. The device upon which the recording is stored will be kept in a fireproof vault or in fire-resistant, locked cabinet for ninety (90) days. Members of the public may inspect recordings of Governing Board of Library Trustees meetings without charge on a playback machine or via the Library District website.

8030.1.3 Motions, resolutions or ordinances will be recorded in the minutes as having passed or failed, and individual votes will be recorded. All resolutions and ordinances adopted by the Governing Board of Library Trustees will be numbered consecutively, starting new at the beginning of each calendar year. In addition to other information that the Governing Board of Library Trustees may deem to be of importance, the following information (if relevant) will be included in each meeting's minutes:

- Date, place and type of each meeting;
- Governing Board of Library Trustees members present and absent by name;
- Administrative staff present by name;
- Call to order;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Complete information as to each subject of the Governing Board of Library Trustees's deliberation;
- Record of the vote on every action item;

Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all real property contracts and agreements, and their amendment;
Record of all agreements for the purchase, erection, rental and equipment of buildings or rooms;
Action on the annual budget; and
Time of meeting adjournment

Adopted 08/21/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY REVISION AND ADDITION INSERT GUIDE #1

March 13, 2008

The enclosed documents should be inserted into your copy of the *DPLD Policy and Procedure Manual*.

Any documents which you find in the binder with the same policy number should be removed and discarded even if they look identical.

Insert this sheet (and any that follow) at the back of the binder; it will serve to help you determine whether or not your binder has the latest revisions.

LIST OF DOCUMENTS IN THIS SET:

- 3010 – Work Week, Work Hours, Overtime and Compensatory Time (3 pgs)
- 3110 – Health and Welfare Benefits (2 pgs)
- 4000 – Operations (Table of Contents) (1 pg)
- 4001 – Rules of Conduct (3 pgs)
- 4120 – Penalties for Misuse of Library Cards (3 pgs)

