

RESOLUTION NO. 6074

**A RESOLUTION OF THE CITY OF CARPINTERIA LIBRARY BOARD
OF TRUSTEES ESTABLISHING A CARPINTERIA MUNICIPAL
LIBRARY ADVISORY COMMISSION AND ADOPTING BYLAWS FOR
ITS OPERATION**

WHEREAS, on June 14, 2021 the City Council adopted Ordinance No. 747, establishing the Carpinteria Municipal Library (Library), Library Board of Trustees, and the Library Division of the Parks, Recreation and Public Facilities Department; and

WHEREAS, on June 14, 2021 the City Manager submitted a letter request to the California Library Services Board for recognition of the City of Carpinteria Municipal Library and Black Gold Cooperative membership; and

WHEREAS, the City Council Library Committee and Working Group is recommending the formation of a Carpinteria Municipal Library Advisory Commission (Library Advisory Commission) and the adoption of bylaws, attached hereto as Exhibit 1, as a part of the regular and ongoing operation of the Library; and

WHEREAS, the Carpinteria Municipal Library Advisory Commission is intended to be a conduit between the community and the Library, providing advice and feedback between the Library Board of Trustees (Board) and the City Librarian.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct.

SECTION 2. A Carpinteria Municipal Library Advisory Commission is formed and bylaws for its operation, attached hereto as Exhibit 1, are adopted.

SECTION 3. The Carpinteria Municipal Library Advisory Commission shall have the duties and responsibilities described and conduct itself in substantial compliance with the bylaws, attached hereto as Exhibit 1, and as may be amended from time to time.

PASSED, APPROVED AND ADOPTED on the 11th day of October, 2021, by the following vote:

AYES: BOARDMEMBER(S): Alarcon, Carty, Lee, Clark, Nomura

NOES: BOARDMEMBER(S): None

ABSENT: BOARDMEMBER(S): None

ABSTAIN: BOARDMEMBER(S): None




President, Board of Trustees

ATTEST:



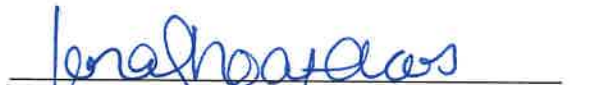
Acting Secretary, Board of Trustees

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City of Carpinteria Library Board of Trustees held on October 11, 2021.



Acting Secretary, Board of Trustees

APPROVED AS TO FORM:



Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

EXHIBIT 1 TO RESOLUTION NO. 6074

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BYLAWS FOR CARPINTERIA MUNICIPAL LIBRARY ADVISORY COMMISSION

Adopted: October 11, 2021

SECTION 1.0 INTRODUCTION

1.1 DEFINITIONS

Library Board of Trustees (Board) – The Library Board of Trustees is composed of the five members of the City Council pursuant to section 2.38.030 of the Carpinteria Municipal Code.

Carpinteria Municipal Library Advisory Commission Chair (Chair) and Vice-Chair (Vice-Chair) – The Chair and Vice-Chair of the Library Advisory Commission shall be appointed by the Commission for two year terms.

The Carpinteria Municipal Library Advisory Commission (Commission) – Advisory Commission to the Library Board of Trustees.

The Carpinteria Municipal Code (CMC) – The Carpinteria Municipal Code is a compilation of the City of Carpinteria’s ordinances, including Ordinance No. 747 which established the Carpinteria Municipal Library, Library Board of Trustees, and the Library Division of the Parks, Recreation and Public Facilities Department.

The Parks & Recreation and Facilities Director (Director) – Department Director that manages the Library and the City Librarian.

Carpinteria Municipal Library (Library) – The Carpinteria Municipal Library is authorized pursuant to section 2.38.01 of the Carpinteria Municipal Code.

1.2 PURPOSE

The Carpinteria Municipal Library Advisory Commission (Commission) is intended to be a conduit between the community to provide advice and feedback to the Library Board of Trustees (Board) and the City Librarian. The Commission will review programs and services and make necessary recommendations as they pertain to the provision of these programs and services with the goals of increasing citizen participation and helping to develop consensus for recommendations to the Board.

These guidelines establish the rules and procedures that govern the Commission in order to ensure uniformity and transparency of procedures, fairness to the public and interested parties, and compliance with legal requirements in matters heard by the Commission. The Commission will be supported by the City Librarian and Carpinteria Municipal Library (Library) staff.

1.3 AUTHORITY

The Board adopted Resolution No. 6074 establishing the Commission on October 11, 2021.

1.4 DUTIES & RESPONSIBILITIES

The Commission shall have the duties and responsibilities specified below, acting in an advisory capacity to the Board and City Librarian in matters pertaining to the management, administration, operation, development, improvement and maintenance of the Library, including but not limited to:

- A.** Developing a recommendation to the Board and City Librarian about the Library's vision, mission and values;
- B.** Participating in short- and long-range Library strategic planning, as well as setting goals and objectives;
- C.** Developing a recommendation to the Board about policies and procedures necessary to provide Library services;
- D.** Making recommendations on the delivery of high quality Library programs, facilities and equipment, activities, services and policies;
- E.** Submitting an annual report on the condition of the Library for consideration by the Board and transmittal to the State Library Board on or before August 31 of each year, pursuant to Education Code 18927;
- F.** Receiving input from service area residents, key partners (such as Friends of the Library), and stakeholders concerning the Library and making recommendations on these as needed;
- G.** Engaging the community in public outreach about Library programs and services;
- H.** Ensuring that Library programs and services are provided in an equitable manner through working cooperatively with the City Librarian and Board;
- I.** Providing guidance on fundraising efforts and grants sought by the City Librarian on behalf of the Library;
- J.** Reviewing the budget in order to make recommendations to the Board;
- K.** Assisting in succession planning for new Commission members (Members) by identifying and motivating others to apply and serve when openings occur; and

L. Performing such other duties as may be requested from time to time by the Board, or as may be required by law.

SECTION 2.0 COMPOSITION

2.1 MEMBERS

The Commission shall be composed of five (5) Members representative of the Library service area with an option to expand as needed. Members will be appointed to two year terms. All Members of the Commission shall be appointed through nomination by the Board President and consent of the Board, and shall serve at the pleasure of the Board. The Commission shall invite liaison representatives from the Friends of the Montecito Library, Friends of the Carpinteria Library, and a representative from the office of the County Board of Supervisors First District to attend regular meetings.

Should additional libraries be added to the Carpinteria Library System in the future, additional voting Members will be added to the Commission.

The Board President and Board shall also, through its nomination and appointment process, seek to ensure a Commission that is representative of the Library service area population demographic, library user groups, including underrepresented user groups, and person(s) knowledgeable in library management and operations.

2.2 COMPENSATION

The Commission shall receive compensation as determined by the City Council, established by Resolution.

2.3 QUORUM

Three Members of the Commission shall constitute a quorum. Quorum shall be determined consistent with the Carpinteria Municipal Code (CMC) provisions for City Council meetings. Quorum minimums shall be expanded consistent with the CMC should the Commission's membership be expanded.

2.4 ORGANIZATION

The Commission shall appoint, following nomination and approval, a chair (Chair) and vice-chair (Vice-Chair) of the Commission. The Chair and Vice-Chair shall be so appointed at the first Commission meeting following the start of each new two -year term. The City Librarian, or his or her designee, shall serve as the staff liaison to the Commission.

SECTION 3.0 GENERAL INFORMATION

3.1 MEETING DATES AND LOCATION

The Commission meetings shall occur as follows:

The Commission shall schedule and hold meetings as needed, with a goal of holding a minimum of one regular Commission meeting each month. Commission meetings will be held at the Library Community Room . Special meetings may be called at any time by the Parks and Recreation Director (Director), as long as appropriate notice is given. If a holiday falls on a normal meeting date, the meeting will be held on the same day the following week or at the discretion of the Director. Dates, times, and locations of meetings shall be posted in the usual manner in accordance with the Brown Act.

3.2 AGENDA ORGANIZATION

Agendas shall generally be organized as follows:

- A. Call to Order
- B. Approval of Minutes
- C. Public Comment
- D. Consent Calendar
- E. Discussion/Action Items
- F. Future Agenda Items

Agendas for current meetings, as well for past meetings and minutes, are available on the Internet at <https://carpinteriaca.gov/>.

SECTION 4.0 MEETING CONDUCT

4.1 MEETING CONDUCT

The rules of order which govern the Commission meetings shall be the same as those used by the City Council, unless otherwise provided herein.

4.2 OPEN MEETING LAWS

The conduct of Commission meetings shall be consistent with and Public Meeting laws of the State of California, including but not limited to the Ralph M. Brown Act (Government Code S 54950 et seq.), and any implementing City regulations and policies.

4.3 AGENDA MANAGEMENT

The primary role of the Chair is to ensure meetings are conducted in an orderly, fair and effective manner, including completing meetings within the allotted time. To this end, the Director should consult with the Chair on agenda development to, in part, manage the length of the meeting.

4.4 ETHICS AND CONFLICT OF INTEREST

Commission Members shall comply with all public service ethics laws and conflict of interest laws, including completing required training.

SECTION 5.0 AMENDMENT

5.1 AMENDMENT

The Board may amend or revise these bylaws upon its own motion or upon the recommendation of the Commission.

