Monterey Park Bruggemeyer Library Policy

Policy Number: 59-01

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Subject:

By-Laws of the Library Board of Trustees

Library Board of Trustees' Approval

10/04/2026

City Manager Review

Purpose:

These By-Laws establish a framework for the Library Board of Trustees to conduct its business.

Provisions:

See attached pages.

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

Article I NAME	This Board is called "The Library Board of Trustees of the Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the Education Code (Sections 18910-18927) and the Monterey Park Municipal Code (Chapter 2.80).
Article II PURPOSE	The purpose of the Board is to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of National and State library developments and to convey that information to the community of the City of Monterey Park so that there is an intelligent public opinion relative to libraries and the services they render.
Article III OFFICERS	Section 1: Officers of the Board (President and Vice President) will rotate annually at the July meeting. The Vice President rotates into the Presidency. The order of rotation into the Presidency is by date of appointment. <u>Section 2:</u> The President of the Board may take all reasonable and appropriate actions necessary for the orderly conduct of Board meetings, appoint special committees and fill vacancies therein (subject to Board approval pursuant to these by-laws), participate in Board discussions, make and second motions, and vote in Board actions and decisions. The President serves as the Board's presiding officer and, consistent with applicable law, exercises the procedural authorities assigned to the presiding officer under these by-laws and the Rules of Procedure referenced in Article VII. <u>Section 3:</u> The Vice President will keep the minutes of the regular meeting, or cause the City Librarian or designee, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary will also participate in Board discussions, make and second motions, vote in Board actions and decisions, notify the members of any special meetings, write such correspondence as is necessary, and will perform such other duties delegated by the President. The Vice President will serve as President in the President's absence.
Article IV MEETINGS	<u>Section 1:</u> The Board will hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday

of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

Section 2: Special meetings may be called by the President or Vice President and may be called at the request of two members of the Board. Such a meeting must be posted to conform with applicable law.

Section 3: Board members are expected to attend all scheduled meetings.

Section 3a: Board members should notify the President or Vice President if they will be absent from a meeting.

Section 3b: During each fiscal year (July 1 - June 30), a Board member may accrue up to one excused absence and three unexcused absences. A Board member who accrues four unexcused absences in a fiscal year will be removed from the Board pursuant to Section 3d. An "excused absence" shall mean an absence from a regular or special meeting due to death of a close relation, or an illness, condition or disability of the Board member or close relation. An "unexcused absence" shall mean an absence that does not meet the definition of an "excused absence," including without limitation, absences for vacations, trips out of town or business/work. A Board member who desires to have an absence excused must submit to the President or Vice President, within seven calendar days following the meeting at which the Board member was absent, written notification of the reason for the absence. Failure to submit such written notification will result in the absence being deemed an unexcused absence.

Section 3c: If a Board member believes an absence was deemed an unexcused absence in error, the request for an excused absence will be placed onto the next available Board agenda for consideration. If the Board, by majority vote, determines that the absence was deemed an unexcused absence in error, the absence is an excused absence. If the Board denies the request, the absence remains an unexcused absence and counts toward the total number of unexcused absences for the remainder of the fiscal year (July 1 – June 30).

Section 3d: If a Board member accrues three unexcused absences, in the same fiscal year, the President or Vice President must send a warning notice to the accruing Board member in writing. Upon a fourth unexcused absence, in the same fiscal year, the Board member's seat is deemed vacant, and the President or Vice President must promptly thereafter notify the Board member and the City Clerk of the vacancy. If the accruing Board member has not already accrued an excused absence

in the applicable fiscal year, the Board member may request an excuse for a fourth unexcused absence. If the Board excuses the absence following such request, the Board member is reinstated to the vacant seat. The President or Vice President must immediately notify the City Clerk to pause the selection process for a replacement Board member during the pendency of such a Board consideration. If a Board member is reinstated to a previously vacated seat, such reinstatement does not extend or renew the Board member's term of appointment, and the term is not tolled for the period during which the Board member's seat was vacant.

Section 4: All Board members may serve no more than two consecutive three-year terms. The exception to this is a Board member who was appointed to fill an unexpired term. If the time remaining in the unexpired term is less than 18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus two three-year terms. If the time remaining in the unexpired term is 18 months or more, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus one three-year term. Board members serve until their respective successors qualify and are appointed.

Article V COMMITTEES

Sub-committees may be appointed by the Board in accordance with applicable law.

Article VI LIAISONS

Section 1: The Vice President will sit on the Library Foundation Board of Directors as a non-voting member, as desired by the Board. This appointment will be made each July for a term of one year.

Section 2: Representatives of formally recognized library associations must be invited to attend all meetings of the Library Board of Trustees.

Article VII ORDER OF BUSINESS

Except as otherwise provided in these By-Laws (adopted in accordance with MPMC § 2.80.040), the Meeting Rules of Procedure (adopted by Resolution No. 2026-R23 on April 15, 2026) apply to all Board of Trustee meetings, to the extent applicable to the Board's functions.

Article VIII ANNUAL REPORT

The Board or its designee must on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article IX AMENDMENTS

These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present.