



BOARD OF LIBRARY COMMISSIONERS BYLAWS

Effective Date:
January 8, 2025

ARTICLE 1 – PURPOSE AND INTENT

It is the purpose and intent of the City Council in establishing the Board of Library Commissioners to provide the City's library system with the benefit of the advice of interested citizens representative of the community and to continue in existence without interruption the functions heretofore performed by the Library Commission, as previously established under the provisions of repealed Section 63 of the Charter of The City of San Diego.

There is hereby created the Board of Library Commissioners which shall consist of eleven members, who shall serve without compensation. The members shall be appointed by the Mayor and confirmed by the Council. During the time that the San Diego Unified School District leases space at the Central Library for a school or school related purposes, and as required by the terms of the lease, one member of the Board of Library Commissioners shall be an official representative of the District. The Mayor shall appoint the District member from a list of nominations submitted by the District. The members shall serve two-year terms and each member shall serve until his successor is duly appointed and qualified. The members shall be appointed in such a manner that the terms of not more than four members shall expire in any year. The expiration date of all terms shall be March 1. During March of each year the Mayor may designate one member as Chairperson; however, in the absence of such designation, the Board shall, on or after April 15, select from among their members a Chairperson.

The Board is subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provision thereof. The City of San Diego shall provide necessary administrative support to the Board as shall be consistent with the Board's purposes, as set forth in the City Charter.

ARTICLE 2 – DUTIES AND FUNCTIONS

Consider all policy matters relating to the development and operation of the Library System of The City of San Diego, and be advisory to City Manager and City Council, on all questions of library policy. City Manager shall appoint a City Librarian who, in addition to directing the activities of the Library Department, shall serve as Secretary to the Board.

ARTICLE 3 – ORGANIZATION AND MEETINGS

Section 1. Composition

Eleven (11) members. Each member is prohibited from engaging in any activity which could result in a conflict of interest.

Section 2. Appointment and Terms

Two-years and until a successor is appointed and qualified. The expiration date of all terms shall be March 1, however, not more than four terms shall expire in any year. During March of each year the Mayor may designate one member as Chairperson; however, in the absence of such designation, the Board shall, on or after April 15, select from among their members a Chairperson. Appointments to fill vacancies shall be for the unexpired term.

Members shall be limited to a maximum of eight (8) consecutive years in office and an interval of four (4) years must pass before such persons can be reappointed.

The Board shall elect a Vice-Chairperson by simple majority and who will conduct meetings in the absence of the Chairperson for term of two years. The Library Director will conduct the meeting in the event that both the Chairperson and Vice Chairperson are absent.

Section 3. Compensation

Members of the Board shall serve without compensation, but shall be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties as approved by the Mayor or designee.

Section 4. Regular Meetings

Board of Library Commission meetings are held on the first Wednesday of each month at 12:30 p.m. in the Mary Hollis Clark, located on the ground floor of the Central Library, 330 Park Blvd., in downtown San Diego. The Board may alter the meeting dates and the place of meeting as needed.

Meeting notices, agendas, and minutes for the current fiscal year are published online (San Diego Public Library Website) for public review. There is no meeting notice, agenda, or minutes when meetings are not held.

Section 5. Quorum

A majority of the seated members of the Board will constitute a quorum for the conduct of Board business. Official action may be taken by a simple majority.

Section 6. Docketing of Items for Agenda

Any Board or member of the public may request that an item be placed on the agenda by notifying the Library Director, in writing, prior to the first Wednesday of each month. Final determinations regarding docketing of agenda items will be made by the Chairperson in consultation with the Library Director.

Section 7. Notice of Agenda, Time, and Place of Meetings

Agendas containing information as to time, place, and business shall be e-mailed to all Commissioners and posted at least seventy-two (72) hours prior to each meeting in the San Diego Public Library Website. Commissioners shall be given at least seventy-two (72) hours' notice prior to any special meeting.

Section 8. Vacancies

The Board shall find that a vacancy exists upon:

1. Receipt of a resignation in writing from one of its members; or

2. The third consecutive unexcused absence; or
3. The fourth unexcused absence in the 12-month period of July through June of a member(s) from the Board's regular meetings.
4. The Chair and Library Director may place on the agenda a recommendation to the board to excuse an absence due to extenuating circumstances.

Upon report that a vacancy exists, Board Staff shall notify the Mayor of the vacancy and request the nomination of a candidate to City Council for confirmation.

Should a vacancy occur in the position of Chairperson or Vice Chairperson before the term is completed, the Board shall fill the position at its next meeting by a majority vote of the Board members. The position shall be filled for the remainder of the unexpired term and until regularly scheduled elections are held.

Section 9. Staff

The City shall provide to the Board necessary technical and administrative assistance as follows:

1. Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided;
2. Provision of a meeting room including any necessary audio/visual equipment;
3. Preparation and copies of any documentary meeting materials, such as agendas and reports; and
4. Retention of all Board records and providing public access to such records.

Section 10. Staff Relationship to the Board

City staff and/or City consultants shall attend all Board proceedings as appropriate in order to report on the status of the library system of the City of San Diego, updates of library projects, programs, and planning initiatives, and the expenditure of funds and bond proceeds, as applicable.

ARTICLE 4 - COMMITTEES

The Chairperson may from time to time establish committees, define their powers and duties, and appoint their members. All committee members must be members of the Board. Any committee may, by majority vote of its members, utilize as technical advisors, individuals who are not members of the Board, for the purpose of furthering the work of the given committee. All committee appointments shall be for a term of one calendar year unless the Chairperson designates a shorter time period. No committee shall have more than four members. The Chairperson shall be an ex officio member of all committees.

ARTICLE 5 - COMMUNITY RELATIONS

The Board Chairperson and Library Director shall be the only official spokespersons for the Board. They shall be empowered to represent to the public any positions or views which have been decided upon by the Board. In those instances where the Board has an established position or view, and the Chairperson and Library Director are unavailable, the Chairperson may designate a Board member to represent the Board's position or view. No other member of the Board shall speak for or on behalf of the Board without the express consent of the Board. When circumstances require public comment from the Board on an issue or event about which the Board has not yet taken a position, the Chairperson or the Library Director may respond.

ARTICLE 6 - ORDER OF BUSINESS

Generally, the order of business for regular Board meetings shall be as follows:

- Item 1: Call to Order
- Item 2: Approval of Minutes
- Item 3: Requests for Continuance
- Item 4: Non-Agenda Public Comment
- Item 5: Friends of the Library Report
- Item 6: Library Foundation Report
- Item 7: e3CivicHigh Update
- Item 8: Report on Library Construction Projects
- Item 9: Library Director's Report
- Item 10: Agenda Items
- Item 11: Commissioner Comment
- Item 12: Other Business
- Item 13: Agenda Building
- Item 14: Adjournment

The Vice Chairperson will conduct the meeting in the absence of the Chairperson. The Library

Director will conduct the meeting in the event that both the Chairperson and Vice Chairperson are absent.

ARTICLE 7 – BYLAWS

The Board will adopt, by simple majority of a quorum of the Board's authorized membership, Bylaws governing the conduct of its meetings and activities, the establishment of committees, and such other rules as may be necessary for the performance of its functions. Any amendments to the Bylaws shall require an affirmative vote of a simple majority of a quorum of the Board's authorized membership.