



Leslie Hardy
Community and Library
Services Director

Amy Harpster
Assistant Library Director

Jessica Wang
Executive Assistant

AGENDA

Orange Public Library Board of Trustees May 19, 2025

3:30 PM Regular Session

Orange Public Library & History Center - Rotary Room
407 E. Chapman Avenue
Orange, CA 92866

REBECCA MARTINEZ
Chair

SUSIE HUBER
Vice Chair

KATIE MONTGOMERY
Trustee

KATHLEEN STEVENS
Trustee

ARIANA CAZARES
Trustee

Welcome to the Library Board of Trustees Meeting. Regular meetings of the City of Orange Public Library Board of Trustees are typically held on the third Monday of each month at 3:30 p.m.

Agenda Information

The agenda contains a brief general description of each item to be considered. Written materials relating to an item on the agenda that are provided to the Library Board after agenda packet distribution and within 72 hours before it is to consider the item will be made available for public inspection in the City Clerk's Office located at 300 E. Chapman Avenue, Orange, during normal business hours; at the Library Board meeting; and made available on the City's website at www.cityoforange.org.

Public Participation

Pursuant to Government Code Section 54954.3, members of the public may address the Library Board on any agenda items or matters within the jurisdiction of the governing body by using any of the following methods:

1) In-Person

To speak on an item on the agenda, complete a speaker's card indicating your name, address, and identify the agenda item number or subject matter you wish to address. The card should be given to staff prior to the start of the meeting. General comments are made during the "Public Comments" section on the agenda. Public comments are limited to three (3) minutes per speaker, unless a different time limit is announced.

2) Written Public Comments

Members of the public can submit their written comments electronically for the Board's consideration by using the eComment feature on the Agenda page of the City's website at www.cityoforange.org. To ensure distribution to the Library Board prior to consideration of the agenda, we encourage the public to submit written comments by 11:00 a.m. the day of the meeting. All written comments will be provided to the Trustees for consideration and posted on the City's website after the meeting.

Please contact the City Clerk's Office at (714) 744-5500 with any questions.

ADA Requirements: In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the Orange Public Library at (714) 744-2400. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

1. OPENING/CALL TO ORDER**1.1 PLEDGE OF ALLEGIANCE**

Chair Rebecca Martinez

1.2 ROLL CALL**2. PUBLIC COMMENTS**

Opportunity for members of the public to address the Library Board on matters not listed on the agenda which are within the subject matter jurisdiction of the Board, provided that NO action may be taken on off-agenda items unless authorized by law. Public Comments are limited to three (3) minutes per speaker.

3. APPROVAL OF MINUTES**3.1 Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on April 21, 2025****Recommended Action:**

Approve minutes as presented.

Attachments: [Staff Report](#)
 [April 21, 2025 Regular Meeting minutes](#)

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT**5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT****6. LIBRARY DIRECTOR'S REPORT****6.1 Library Services Director's Report and Updates on Library Services****Recommended Action:**

Receive and file.

Attachments: [Staff Report](#)
 [OPL Statistics at a Glance - March 2025 Report](#)

6.2 Financial Report For FY25 Through April 2025**Recommended Action:**

Receive and file.

Attachments: [Staff Report](#)
 [April 2025 Financial Report](#)

7. BOARD REPORTS**7.1 Reports from Chair****7.2 Reports from Trustees****8. NEW BUSINESS****8.1 Adoption of Proposed Volunteer Services Policy****Recommended Action:**

Adopt Policy as presented.

Attachments: [Staff Report](#)

[Orange Public Library Policy - Volunteer Services \(Last Revised 5/19/2025\)](#)

8.2 Selection of Library Board of Trustees Annual Meeting Date**Recommended Action:**

Select the Adjourned Regular meeting to be scheduled July 21, 2025, at 10 a.m. in the Rotary Room at the Orange Public Library & History Center as the annual meeting.

Attachments: [Staff Report](#)

[Board of Trustees Bylaws - Revised by the Board January 25, 2016](#)

9. ADJOURNMENT

The Library Board of Trustees will adjourn to a meeting on Monday, July 21, 2025, at 10 a.m. in the Rotary Room of the Orange Public Library & History Center.

The June 16, 2025 and July 21, 2025 Regular meetings of the Library Board of Trustees are cancelled.

I, Jessica Wang, Executive Assistant for the City of Orange, hereby declare, under penalty of perjury, that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at the following locations: Orange Civic Center kiosk and Orange City Clerk's Office at 300 E. Chapman Avenue, Orange Main Public Library at 407 E. Chapman Avenue, Police facility at 1107 N. Batavia, and uploaded to the City's website www.cityoforange.org.

Date posted: May 16, 2025



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

5/19/2025

File #: 25-0267

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on April 21, 2025

2. SUMMARY

Submitted for your consideration and approval are the minutes of the above meeting.

3. RECOMMENDED ACTION

Approve minutes as presented.

4. ATTACHMENTS

- April 21, 2025 Regular Meeting minutes



Agenda Item

Orange Public Library Board of Trustees

Item #: 3.1

5/19/2025

File #: 25-0267

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on April 21, 2025

2. SUMMARY

Submitted for your consideration and approval are the minutes of the above meeting.

3. RECOMMENDED ACTION

Approve minutes as presented.

4. ATTACHMENTS

- April 21, 2025 Regular Meeting minutes

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

April 21, 2025

The Orange Public Library Board of Trustees of the City of Orange, California convened on April 21, 2025 at 3:30 p.m. in a Regular Meeting in the Rotary Room of the Orange Public Library & History Center, 407 E. Chapman Avenue, Orange, California 92866.

1. OPENING/CALL TO ORDER

Chair Martinez called the meeting to order at 3:33 p.m.

1.1 PLEDGE OF ALLEGIANCE

Trustee Katie Montgomery led the flag salute.

1.2 ROLL CALL

Present: Huber, Montgomery, Stevens, and Martinez

Absent: None

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES

3.1. Approval of minutes of the Orange Public Library Board of Trustees Regular Meeting held on March 17, 2025

A motion was made by Trustee Stevens, seconded by Vice Chair Huber, to approve the minutes as presented.

The motion carried by the following vote:

Ayes: Huber, Montgomery, Stevens, and Martinez

Noes: None

Absent: None

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

None.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

Lynn-Marie Frediani reported the following on behalf of the Orange Public Library Foundation ("Foundation"):

- Susie Huber and Lynn-Marie Frediani attended the Anaheim Public Library's Mystery Author's luncheon fundraiser event. The Foundation will plan a similar event for the Orange Public Library.
- Updates on Foundation fundraising programs and events.
- Updates on partnerships with Orange community groups.
- Updates on the STEAM for Teens program.
- Updates on the Seed Lending Libraries available at each Library location.

6. LIBRARY DIRECTOR'S REPORT

6.1. Library Services Director's Report and Updates on Library Services

Leslie Hardy, Community and Library Services Director, provided a report on current events at the Library, including:

- Updates on Library staff and scheduling, including the status of grant-funded summer intern recruitment positions.
- Updates on building improvements and plans for future projects.
- A recap of past Library events and programs and an update on current events and programs.
- Budget updates.
- The OPL Statistics at a Glance - February 2025 report was received and filed.

6.2. Financial Report For FY25 Through March 2025

The March 2025 Financial Report was received and filed.

7. BOARD REPORTS

7.1 Reports from Chair

Chair Martinez had the following to report:

- Chair Martinez joined the newly resurrected Orange Chamber Foundation Board. Their mission is to support the underserved youth of the Orange community and they want to run a campaign to help increase Orange Public Library card memberships.
- An announcement to cancel the Regular Meetings scheduled for June 16, 2025 and July 21, 2025.

7.2 Reports from Trustees

The Trustees had the following to report:

- Chair Martinez, Vice Chair Huber, and Trustee Stevens will attend the Serving with a Purpose conference on May 15, 2025.
- The Woman's Club of Orange is interested in providing a technology booster program for their members and asked if they could advertise the Library's existing

program in their newsletter.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:38 p.m.

The next Regular Orange Public Library Board of the Trustees meeting will be held on Monday, May 19, 2025 at 3:30 p.m. in the Rotary Room of the Orange Public Library & History Center.

Leslie Hardy
Community and Library Services Director



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

5/19/2025

File #: 25-0268

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Library Services Director's Report and Updates on Library Services

2. RECOMMENDED ACTION

Receive and file.

3. ATTACHMENTS

- OPL Statistics at a Glance - March 2025 Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.1

5/19/2025

File #: 25-0268

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. **SUBJECT**

Library Services Director's Report and Updates on Library Services

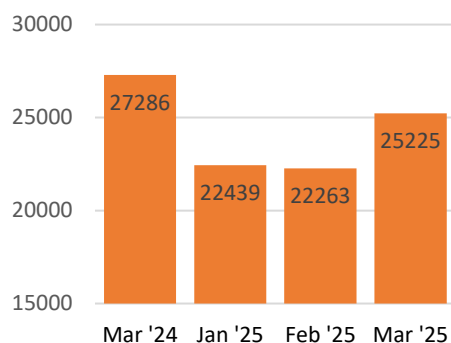
2. **RECOMMENDED ACTION**

Receive and file.

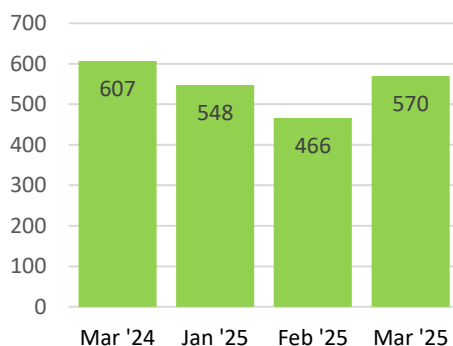
3. **ATTACHMENTS**

- OPL Statistics at a Glance - March 2025 Report

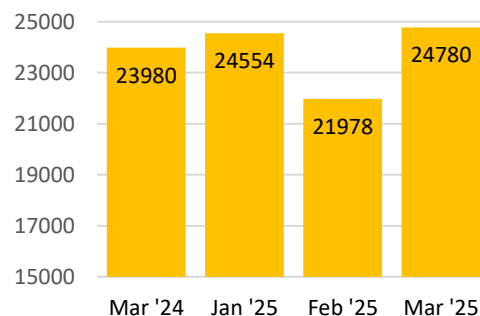
LIBRARY VISITS



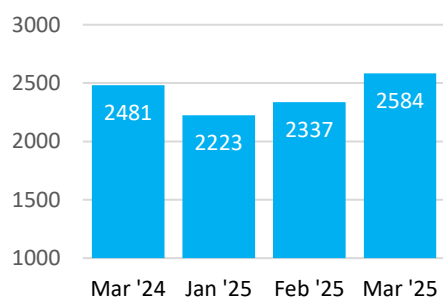
LIBRARY CARDS ISSUED



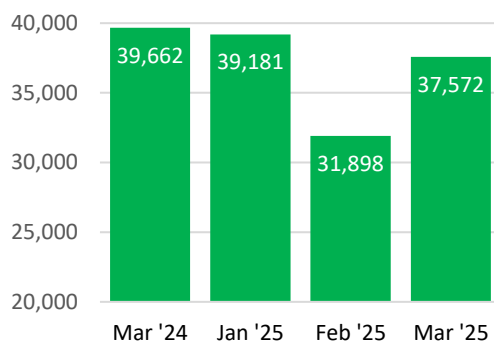
WEBSITE VISITS



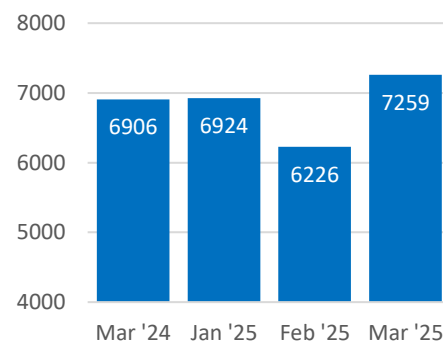
PUBLIC COMPUTER SESSIONS



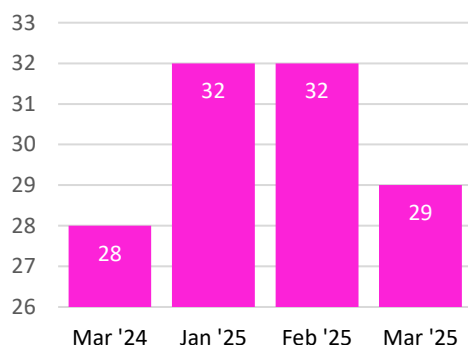
ITEMS BORROWED



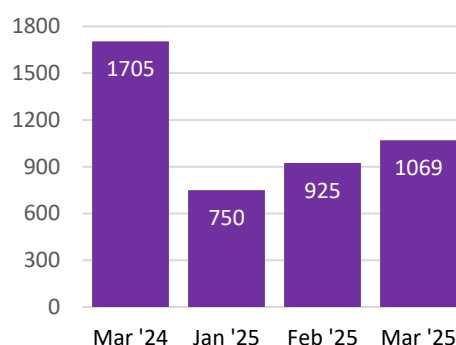
ITEMS DOWNLOADED



NUMBER OF PROGRAMS



PROGRAM ATTENDEES



Note: All libraries under new operating hours beginning January 20, 2025.



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2

5/19/2025

File #: 25-0269

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Financial Report For FY25 Through April 2025

2. RECOMMENDED ACTION

Receive and file.

3. ATTACHMENTS

- April 2025 Financial Report



Agenda Item

Orange Public Library Board of Trustees

Item #: 6.2

5/19/2025

File #: 25-0269

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Financial Report For FY25 Through April 2025

2. RECOMMENDED ACTION

Receive and file.

3. ATTACHMENTS

- April 2025 Financial Report

LIBRARY FINANCIAL REPORT PERIOD ENDING **APRIL 2025**

	<u>Appropriated</u>	<u>Encumbered</u>	<u>YTD Expended</u>	<u>% Used</u>	<u>Balance</u>
1. Salaries and Benefits:	\$3,799,049.00	\$0.00	\$2,675,048.70	70.4%	\$1,124,000.30
2. Contractual Services:	\$220,111.43	\$11,961.14	\$202,583.48	97.5%	\$5,566.81
3. Materials and Supplies:	\$228,152.51	\$20,298.35	\$73,524.07	41.1%	\$134,330.09
4. Capital Improvements:	\$1,476,155.41	\$20,991.63	\$641,711.43	44.9%	\$813,452.35
5. Other:	\$2,984,345.63	\$5,402.59	\$1,940,288.52	65.2%	\$1,038,654.52
TOTALS:	\$8,707,813.98	\$58,653.71	\$5,533,156.20		\$3,116,004.07

Legend:

1. Includes Literacy Grant Funds (\$24,000.00).
2. Includes line items such as telephones, postage, equipment rentals, and association dues. Appropriations include donation* and grant funds.
3. Includes donation* and grant funds (from Literacy Grant Funds, Friends of the Library, Library Foundation, and Patron Donations).
4. Includes Building Forward Grant funds.
5. Includes capital outlay, such as furniture, machinery and equipment, and internal service costs, such as insurance, technology, and vehicle maintenance. Appropriations include donation* funds.

*Some donation funds were carried over from the previous fiscal year.

Donation Revenue

FY	Friends of the Library	Library Foundation	Grants*	Patron Donations**	TOTALS:
2022	\$32,000.00	\$81,225.00	\$80,403.00	\$3,494.64	\$197,122.64
2023	\$60,000.00	\$34,070.00	\$105,828.00	\$14,367.08	\$214,265.08
2024	\$66,000.00	\$41,510.00	\$537,027.08	\$2,367.40	\$646,904.48
To March 2025	\$41,000.00	\$22,420.00	\$40,519.21	\$7,503.35***	\$111,442.56
To April 2025	\$64,000.00	\$22,920.00	\$54,029.21	\$3,374.66	\$144,323.87

Legend:

*Grants from 2022 include: Out of School, Early Learning, Literacy, Cares Hotspot & Chrome, Home Connectivity Kits, Lunch at the Library, Santiago Library System and Plant Wildflowers.

*Grants from 2023 include: Literacy, Discover State Parks, Sustainable Orange, Santiago Library System and Lunch at the Library.

*Grants from 2024 include: Blue Whales, Building Forward, Literacy, Lunch at the Library and Santiago Library System.

*Grants from 2025 include: Literacy, Santiago Library System, and Lunch at the Library.

**Patron Donations include: Woman's Club of Orange, Sons of Italy, Laurie Marine Living Trust and weekly collections.

***Mistakenly over-reported to include a \$4,512.43 refund from a vendor.



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1

5/19/2025

File #: 25-0284

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Adoption of Proposed Volunteer Services Policy

2. SUMMARY

Submitted for your consideration and adoption is the proposed Volunteer Services Policy.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Orange Public Library Policy - Volunteer Services (Last Revised 5/19/2025)



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.1

5/19/2025

File #: 25-0284

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Adoption of Proposed Volunteer Services Policy

2. SUMMARY

Submitted for your consideration and adoption is the proposed Volunteer Services Policy.

3. RECOMMENDED ACTION

Adopt Policy as presented.

4. ATTACHMENTS

- Orange Public Library Policy - Volunteer Services (Last Revised 5/19/2025)

ORANGE PUBLIC LIBRARY VOLUNTEER SERVICES

*Adopted by the Orange Public Library Board of Trustees on December 18, 2006
Revised & Adopted: 8/17/2015; 12/20/2019; 9/21/2020, 5/19/2025*

The Orange Public Library provides volunteer opportunities for ages 13 and older. Volunteers provide assistance to Library staff as needed, but are not intended to replace paid staff duties. Volunteer duties may include: assisting with the Summer Reading Program and other programs, ~~storytelling~~, Homework Center assistance, Adult Literacy tutoring, Technology assistance, shelving books, ~~and~~ delivering and returning books. ~~processing new materials, and conducting public relations activities.~~

~~For the safety of our users, volunteers and staff, and to conform with health and government orders, the following actions are required on Orange Public Library property:~~

- ~~• Abstain from entering the library if you experience any COVID-19 symptoms or if you have been exposed or in close contact with anybody within the past two weeks that has tested positive for COVID-19.~~
- ~~• Wear a face covering over the nose and mouth at all times.~~
- ~~• Practice social distancing at all times by maintaining a distance of at least six feet from all others.~~
- ~~• Follow proper sanitation procedures, including washing hands frequently, covering nose and mouth with a tissue or elbow when sneezing or coughing, and partaking of hand sanitizer provided by the library.~~
- ~~• Use only designated computers, furniture, and equipment.~~
- ~~• Adhere to public health and safety policies as mandated by City, County, and State health and government agencies.~~

VOLUNTEER CLASSIFICATIONS

Adult Volunteer - An individual age 18 or older.

Teen Volunteer - An individual age 13 to 17.

Event Volunteer - An individual or group who assists with a program or event no more than five times a year. Event volunteers must complete and sign a waiver before engaging in any volunteer activity.

Intern - An individual who volunteers for course credit and/or pay through his or her academic institution, or as part of a grant awarded to the Library.

ORANGE PUBLIC LIBRARY

VOLUNTEER SERVICES (cont'd)

GENERAL SPECIFICATIONS FOR LIBRARY VOLUNTEERS

- Volunteers agree to a six-month (or longer) commitment and a minimum of 30 hours of service.
- Volunteers will receive orientation and training by the supervisor of their assigned division. Scheduling will be determined by the supervisor and the volunteer.
- **Volunteers will receive a Volunteer Handbook and complete and sign a confidentiality agreement, emergency information, acknowledgment of City's Substance Abuse Policy, photo release, and receipt of handbook forms.**
- Volunteers are expected to arrive on time and begin work as scheduled.
- Volunteers are expected to call their assigned supervisor and/or library staff if they will be absent.
- Both the volunteer and the Orange Public Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.
- The Orange Public Library does not accept court-referred volunteers.

SCREENING AND BACKGROUND CHECK

Prior to engaging in any volunteer activity, each volunteer or intern is required to:

- Submit a completed **Library** Volunteer Application.
- Meet with a supervisory staff member for an interview.
- Pass a background check, which includes a LiveScan ~~may include fingerprinting and/or drug screening~~ (volunteers age 13-15 are excluded).
- Be cleared of the background check by the City's Human Resources Department.
- ~~Complete the volunteer safety training before returning to serve on site.~~

VEHICLE OPERATION

Homebound Delivery Service Volunteers must provide the following:

- Copy of Current Driver's License
- Copy of Proof of Insurance
- DMV Driving Record
- DMV Pull Notice Form

Copies of all documents will be filed with the Volunteer Coordinator and the City's Human Resources Department.

VOLUNTEER LIABILITY

Under provisions of the Workers' Compensation Insurance Law of California, any volunteer who is injured while performing volunteer duties for the Orange Public Library is entitled to medical care coverage. The City of Orange is self-insured for workers' compensation.

ORANGE PUBLIC LIBRARY VOLUNTEER SERVICES (cont'd)

INTERNSHIP ASSIGNMENTS

- Internships may ~~assignment descriptions will~~ be available for the following areas: Reference & Local History Services, Lending Services, ~~Local History, Lending Services, Adult & Branch Services, Children's & Teen Services,~~ Technology Services, Adult Literacy, Administration and special assignments.
- Internship availability and scope of work will be determined by Library staff and mutually agreed upon by staff and intern based on the value of the project for both the student and the Orange Public Library. ~~The assignment description must stress the value of the project for both the student and the Orange Public Library.~~

TRAINING AND SUPERVISION OF INTERNS

- The staff member who outlines an individual internship project will be responsible for training and supervising that volunteer intern.
- All schedules will be agreed upon between the intern and the supervising staff member.
- The supervising staff member will report student progress and complete an evaluation at the end of the service.
- Participation in a student internship program shall be considered a privilege, which may be revoked at any time by the Orange Public Library.



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.2

5/19/2025

File #: 25-0250

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Selection of Library Board of Trustees Annual Meeting Date

2. SUMMARY

The current Board of Trustees Bylaws states that “the annual meeting shall be for the purpose of the election of the Chair and Vice Chair, setting the meeting schedule for the following fiscal year, and review and update of Board goals. The annual meeting shall be held at the time of the regular meeting in June of each year (Article IV, Section 3).” The Regular meeting scheduled for June 16, 2025 was cancelled on April 21, 2025. Subsequently, the Board must vote to move the annual meeting to another date.

3. RECOMMENDED ACTION

Select the Adjourned Regular meeting to be scheduled July 21, 2025, at 10 a.m. in the Rotary Room at the Orange Public Library & History Center as the annual meeting.

4. ATTACHMENTS

- Board of Trustees Bylaws - Revised by the Board January 25, 2016



Agenda Item

Orange Public Library Board of Trustees

Item #: 8.2

5/19/2025

File #: 25-0250

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Leslie Hardy, Community and Library Services Director

FROM: Jessica Wang, Executive Assistant

1. SUBJECT

Selection of Library Board of Trustees Annual Meeting Date

2. SUMMARY

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4. ATTACHMENTS

- Board of Trustees Bylaws - Revised by the Board January 25, 2016

**CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
Orange, California**

**BOARD OF TRUSTEES
BYLAWS**

ARTICLE I – NAME

This municipal board shall be called the “*Orange Public Library Board of Trustees*” (Board), existing in an advisory board format, created by virtue of the California Education Code, Sections 18910-18927, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II – FORMAT

Section 1. SIZE

The Board shall consist of five (5) members from the Orange community.

Section 2. APPOINTMENT

Members are appointed by the Mayor of the City of Orange, with approval by the City Council, for a 3-year term, which may be renewed at the current terms expiration.

Section 3. RESIDENCY

Members of the Board shall maintain legal residency within the city limits of Orange, CA. If a trustee no longer has legal residence in the City of Orange, they must resign their position by the first of the month following the residency change.

Section 4. VOLUNTEER

Board members shall be volunteers and shall not receive any compensation for their service on the Board as a trustee.

Section 5. LIBRARY DIRECTOR

The Library Director (or senior staff designee) shall attend all Board meetings, and provide the Board with a monthly report about the library’s activities, operations, financial status, and any other situations of which the Board should be aware as trustees for the Orange Public Library. The Director should also provide information and reports that may be requested by Board members in their effort to fulfill their responsibility as Library Trustees. However, the Library Director will not be considered a Board member, or have a vote in Board action.

Section 6. UNEXPIRED TERM

If a Board member resigns their position prior to the end of their 3-year term, a new member shall be appointed by the Mayor and City Council to serve out the remaining unexpired term, and then will be eligible for appointment to a full 3-year term.

**CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
Orange, California**

**BOARD OF TRUSTEES
BYLAWS**

Section 7. INVOLUNTARY RESIGNATION

A Board member who misses three (3) or more consecutive, regularly scheduled monthly meetings of the Board shall be considered to have resigned their position, and the Chair will notify the Mayor of the City of Orange that the position has been vacated, asking that applications be taken in consideration for a new appointment. The member in question may submit a written request, based on extenuating circumstances, to the Chair, prior to the start of the third consecutive meeting missed for an extension of one additional month/regularly scheduled meeting. The Chair shall present this request to the Board, which shall vote whether to extend this period by one (1) additional month/regularly scheduled meeting.

Section 8. STATEMENT OF ECONOMIC INTEREST

California Code Section 87200 requires every Board member to file an annual Statement of Economic Interest (California Fair Political Practices Commission -Form 700) with the Orange City Clerk's Office no later than April 1st of each year while serving on the Board. A statement will also be required to be filed within 30 days of initial appointment to the Board, and another within 30 days of leaving the Board (resignation or expiration of term). Deadlines and fines for failure to comply are regulated by the California Fair Political Practices Commission, and are subject to change.

ARTICLE III – ADMINISTRATION

Section 1. OFFICERS

The Board officers shall be a Chair and Vice Chair. The Chair and Vice Chair shall be chosen among the current members of the Board.

Section 2. ELECTION

The Chair and Vice Chair shall be nominated and elected by members of the Board at the June annual meeting.

Section 3. TERM

The Chair and Vice Chair shall serve a term of one year from the annual meeting at which they are elected, or until a successor is duly elected. The current Chair and Vice Chair will be eligible to be nominated and elected to the same position at the subsequent annual meeting.

Section 4. CHAIR

The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member on all committees, and generally perform all duties associated with that office.

**CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
Orange, California**

**BOARD OF TRUSTEES
BYLAWS**

Section 5. VICE CHAIR

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

Section 6. SECRETARY

The Library Director, or their staff designee, shall serve as the Board's secretary, and shall take and maintain true and accurate records of all meeting of the Board, shall post proper legal notice and agenda of all regular and special meetings, and in general, perform all duties as are generally associated with the position of secretary, as well as other duties as from time to time may be prescribed by the Board.

ARTICLE IV – MEETINGS

Section 1. PUBLIC MEETINGS

All meetings of the Board shall be open to the public, with agendas published and posted prior to the meeting per the provisions of the Ralph M. Brown Act.

Section 2. REGULAR MEETINGS

Regular meetings of the Board shall be held each month, with the date and hour to be set by the Board at its June annual meeting. Meetings should take place at a publically accessible location on Orange Public Library property. The agenda for the current, regular monthly meeting will list the date, time and location of the next regularly scheduled meeting of the Board, which may be modified prior to the adjournment of the current meeting by vote of the Board.

Section 3. ANNUAL MEETING

The annual meeting shall be for the purpose of the election of Chair and Vice Chair, setting the meeting schedule for the following fiscal year, and review and update of Board goals. The annual meeting shall be held at the time of the regular meeting in June of each year.

Section 4. AGENDA

The Chair shall be responsible for establishing the agenda for all meetings, and the order of business for regular meetings shall include, but not be limited to, the following items, which shall generally follow the sequence shown so far as circumstances permit:

- A. Roll call of members
- B. Disposition of minutes of previous regular meetings (and any intervening special meetings)
- C. Library Director's Report
- D. Monthly Library financial report

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- E. Chair Report
- F. Orange Public Library Foundation Liaison Report
- G. Friends of the Orange Public Library Liaison Report
- H. Board member reports
- I. Committee reports, when appropriate
- J. Old business
- K. New business
- L. Public presentation to, or discussion with the Board
- M. Review of upcoming library events
- N. Adjournment

Section 5. SPECIAL MEETINGS

Special meetings may be called

- 1) by the Chair,
- 2) at the request of two Board members, or
- 3) by the Library Director.

The meeting will be restricted only to the transaction of business as stated in the call for the meeting. Scheduling and notification of special meetings shall follow time provisions established in the Ralph M. Brown Act.

Section 6. QUORUM

A quorum for the transaction of business at any meeting of the Board shall consist of three current members of the Board.

Section 7. VOTING

An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.

Section 8. PUBLIC COMMENTS

The public may address the Board during meetings. The Chair may place reasonable limits on the amount of time allowed for public comment, which shall apply to all public comments during said meeting. If a member of the public is addressing the Board about an agenda item, public comments will be invited when that agenda item is considered. If the public comments do not have to do with any item on the current agenda, comments will be accepted during "Public presentation to, or discussion with the Board". The Board will not take any action on comments presented on non-agenda items.

Section 9. ELECTRONIC ATTENDANCE

The Board may permit any or all trustees to participate in a regular or special meeting by means of electronic communication by which all participating trustees may simultaneously hear each other during the meeting. A trustee participating in a meeting by this means is deemed to be present in person at the meeting as long as the public can

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also observe that trustees' participation in the meeting. Electronic attendance must meet all the requirements of the Brown Act (Govt. Code Section 54953).

ARTICLE V – CREATION & SCOPE

Section 1. ESTABLISHMENT

This Board is established under provision in the California Education Code Sections 18910-18927, which also provides for its structure.

Section 2. ADVISORY STATUS

The Board shall be an advisory board, with primary responsible for setting library policy and regulations, and shall not have direct responsibility for budget and staff oversight.

Section 3. MISSION

The Board shall establish a formal Mission Statement that will be posted and published. It should be a broad affirmation of the Board's established purpose to support library operations in the Orange community, and their desire to work in partnership with the library staff and the community.

Section 4. GOALS

The Board shall establish goals, which should support fulfilling the Board's Mission Statement. As these goals may change over time, they should be reviewed, and updated, if necessary, at least once a year, at the annual meeting. These goals should then be the basis for the Board's activities and actions for the next fiscal year.

Section 5. LIBRARY SUPPORT ORGANIZATIONS

The Chair shall appoint one member of the Board to serve as liaison to the Friends of the Orange Public Library, and another as liaison to the Orange Public Library Foundation. Each liaison shall attend meeting of the respective organization, providing communication between the Board and Orange Public Library's community support organizations. They will represent the Board to these organizations, and provide a report back to the Board during regular meetings.

ARTICLE VI – COMMITTEES

Section 1. APPOINTMENTS

The Chair shall appoint committees of one or more members for such specific purposes as the business as the Board 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 the final report is made to the Board.

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Section 2. PROGRESS REPORTS

All committees shall make a progress report to the Board at each monthly Board meeting, or on an alternate schedule established during the creation of the committee.

Section 3. AUTHORITY

No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these Bylaws, the laws of the State of California, or the Orange Municipal Code. However, the failure to observe such rules shall not invalidate an otherwise valid action of the Board.

ARTICLE VIII – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting by a two-thirds vote [four (4) members], provided that the amendment has been submitted and published in writing either

- 1) at least thirty (30) days prior to the date of any such meeting, or
- 2) at the previous regular meeting.

Any amendments should be reviewed by the Orange City Attorney’s Office prior to publication and adoption of said proposed amendment.

Approved by the
Library Board of Trustees
July 18, 1988

Revised by the Board
January 25, 2016