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NAPA COUNTY LIBRARY COMMISSION BYLAWS

ARTICLE I. MEMBERSHIP AND TENURE OF OFFICE

The Napa County Library Commission shall function as an advisory commission to the Napa County Board of Supervisors. The Commission shall function in accordance with the policies of the County of Napa, Part I. Section 8, Committee/Commission Appointments on behalf of the County of Napa. The Commission shall consist of eight members, three to be appointed by the County Board of Supervisors, two to be appointed by the Napa City Council, one to be appointed by the American Canyon City Council, one to be appointed by the Calistoga City Council, and one to be appointed by the Yountville Town Council.

Each member shall serve a three year term and no more than two full terms with each term beginning on February 1st. A partial term is considered eighteen months or less. Commissioners filling a vacancy may serve two full terms in addition to a partial term, if the partial term is less than eighteen months in duration. A member whose appointment has expired may continue to serve until a new appointment is made by the appropriate authority.

Additionally, the Commission shall have a non-voting high school representative. The high school representative will serve one two year term. The high school representative will be selected by the sitting members of the Napa County Library Commission.

ARTICLE II. MEETINGS

The regular monthly meeting of the Commission shall be held on the first Thursday every other month in the County of Napa. The time and place of each meeting shall be posted publicly at least 72 hours in advance in accordance with the Brown Act.

Special meetings may be called by the Chair, or upon the written request of two members.

Notices of regular meetings shall be mailed by the Director of Library Services (hereinafter “Director”) to all Commissioners 72 hours before the meeting. Notification of all special meetings must be given to all Commissioners at least twenty-four hours in advance of the special meeting and shall be posted in accordance with the Brown Act.

ARTICLE III. ATTENDANCE AT MEETINGS

The Commission expects regular attendance of all members at all meetings, and the presumption will be that any member missing three consecutive regular meetings may no longer be able to continue to serve as a Commissioner. If the Chair determines the absences are unexcused, the Chair will request the commissioner’s resignation and request the appointing body to appoint another person as a replacement.

ARTICLE IV. COMMISSIONERS

Commissioners shall advise the Library Director, the County Board of Supervisors and local appointed authorities on matters pertaining to the library, and serve as a community advocate on the Library’s behalf. Commissioners shall ensure an ongoing flow of information between the Library, the Community and the elected officials.

On behalf of all residents, Commissioners shall participate in long range planning for the Library, and shall ensure that needs of all segments of our community are assessed and considered. Commissioners shall further ensure that all policies developed and recommended by the Commission are consistent with the approved plan.

Commissioners shall act as advocates for legislation and funding that will help to meet the identified needs of the community and the library and also act as advocates for the library to the community and as an advocate for the community to the library.

ARTICLE V. OFFICERS

Officers of the Commission shall include the positions of Chair and Vice Chair and be elected at the Commission’s regular March meeting or at the next regularly scheduled meeting with a quorum present thereafter.

Their terms of office shall be for one year and they shall remain in office until their successors are elected. An officer may serve up to two consecutive terms.

The Chair of the Commission shall preside at all meetings, appoint all committees, authorize calls for any special meetings, notify the appointing body of any vacancies on the Commission, and generally perform the duties of a presiding officer.

In the absence of the Chair from a Commission meeting, the Vice Chair shall preside.

ARTICLE VI. RECORDING SECRETARY AND RECORDS OF COMMISSION

The Director shall appoint a Recording Secretary to keep a true and accurate account of all proceedings of the Commission meetings and to prepare the minutes for mailing by the Director.

The official file of the minutes of the meetings and other records of the Commission shall be kept in the library business office at 580 Coombs Street, Napa, California.

ARTICLE VII. COMMITTEES

Ad Hoc committees may be established for the study and investigation of special problems and may be appointed by the Chair. Such committees shall serve until completion of the work for which they were appointed.

ARTICLE VIII. QUORUM

A quorum for the transaction of business shall consist of four commissioners

ARTICLE IX. VOTING

Each Commissioner shall have one vote on any agenda item requiring action. If a Majority of Commissioners vote in favor of an agenda item, the item shall pass. In the event that there is a tie vote on an action item, that item will be automatically continued to the next scheduled meeting for further discussion. Once the item has been discussed and voted on a second time, if there continues to be a tie, the Chair's vote will decide the tie.

ARTICLE X. LIBRARY DIRECTOR

The Director shall be the executive officer for the Commission, shall carry out the policies approved by the Commission and adopted by the Napa County Board of Supervisors and shall have sole charge of the administration of the Library. The Director shall manage the development

and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, and for the efficient operation of the Library under the financial conditions set forth in the annual budget. The Director shall develop new and expand existing services and facilities to meet community needs. Plan and develop new or improved facilities; direct the negotiation and monitoring of contracts and leases for facilities.

The Director shall serve as staff and a professional resource to the Library Commission; orient new Commission members; provide adequate information to the Commission on a timely basis, including periodic financial planning and reporting data. The Director shall transmit an agenda and supporting materials for each regular meeting to members of the Commission 72 hours before the meeting, and, on authorization of the Chair, of all special meetings. The Director shall mail copies of the minutes of previous meetings in advance of regular meetings to members of the Commission and to other persons designated by the Commission. The Director shall prepare and submit the annual budget, and shall submit to the Commission quarterly and annual reports and recommendations of policies and procedures designed to promote the effectiveness of the Library in its service to the community. The Director shall have custody of a file containing the official minutes of the Commission and copies thereof and all other records of the Commission. The Director or designee shall attend all Commission meetings.

ARTICLE XI. ORDER OF BUSINESS

The Order of business at regular meetings shall be as follows:

1. Call to Order / Roll Call
2. Approval of Minutes
3. Public Comment
4. Old Business
5. New Business
6. Library Director's Report
7. Commissioners' Comments
8. Agenda Building
9. Set date, time, and place of next meeting
10. Adjournment

ARTICLE XII. PARLIAMENTARY PROCEDURE

Sturgis Standard Code of Parliamentary Procedure (current edition) shall govern in the parliamentary procedure of the Commission to the extent not otherwise addressed in these bylaws.

ARTICLE XIII. CONFLICT OF INTEREST

Commissioners shall avoid conflict of interest with respect to their fiduciary responsibility and observe all applicable federal and state laws and regulations addressing conflict of Interest.

ARTICLE XIV. AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting

LIBRARY COMMISSIONER JOB DESCRIPTION

Type of position: Volunteer

Duration: 3 years (unless filling a partial term); reappointments at the discretion of appointing authority. Terms shall expire on January 31 of the appropriate year and subsequent new terms shall begin February 1 of that year unless otherwise specified by any ordinance or resolution of formation.

Primary responsibility:

On behalf of all residents, advise the Director of Library Services [and therein will be described as "Director"], the County Board of Supervisors and local appointing authorities on matters pertaining to the library, and serve as a community advocate on the library's behalf. Ensure an ongoing flow of information between the Library, the Community and the elected officials.

Qualifications:

- Commitment to the library's importance and its essential role in the community
- Willingness to invest time and effort in their duties and to use meeting time productively and efficiently
- Ability to listen, to consider differing points of view, and to work well with others
- Tested leadership skills in business, education or community
- Enthusiasm, Intellectual curiosity, good judgment and creativity
- Understanding of, and commitment to, the stewardship role of the Commission
- Demonstrated support for freedom of access, both physical and intellectual

Ongoing Responsibilities:

1. Attend regular board meetings, trainings and retreats, in an effort to understand the functions of librarianship (public services, technical services, administrative services, and technology) as well as issues and challenges facing libraries in general, and the Napa County library in particular. Read materials in advance, ask questions, and make informed recommendations. Become familiar with the legal and regulatory environment that governs library and library commission operations, including, but not limited to, the Library Commission's by-laws, the Brown Act, the American Library Association's Bill of Rights, the Americans with Disabilities Act, and Confidentiality requirements.
2. Gain familiarity with the budgeting process. Review quarterly and annual financial statements. Become familiar with physical facility needs and resources, and ensure that plans for facility maintenance and capital improvement are in place.
3. Ensure and participate in long range planning for the Library, and that needs of all segments of our community are assessed and considered. Ensure that all policies developed and recommended by the Commission are consistent with the approved plan.

4. Serve as needed as an active member of a working committee of the Commission.
5. Bring the Board of Supervisors' attention to legislation impacting the library and funding opportunities that will help to meet the identified needs of the community and the library. Act as an advocate for the library to the community and as an advocate for the community to the library. The Director shall schedule the commission to appear before the Board of Supervisors for the purpose of presenting its annual report to their appointing authority [city council or board.]
6. Follow all Federal and State conflict of interest rules including completing a form 700 annually and upon taking and leaving office as well as completing AB 1234 training.