



Agenda Item B.1
DISCUSSION/ACTION ITEM
Meeting Date: February 5, 2019

TO: Mayor and Councilmembers

FROM: Michelle Greene, City Manager

CONTACT: Dana Grossi, Management Analyst

SUBJECT: Ordinance Amendment to Designate the City Council as the Library Board of Trustees, New Ordinance to Establish a Library Advisory Commission, Resolution to Establish By-Laws for the Library Advisory Commission, and Appointments to the Library Advisory Commission

RECOMMENDATION:

- A. Introduce and conduct first reading (by title only), and waive further reading of Ordinance No. 19-__ entitled "An Ordinance of the City of Goleta, California Amending Chapter 2.13 (Establishment of Municipal Library and Library Board of Trustees) of the Goleta Municipal Code to Designate the Goleta City Council as the Library Board of Trustees Pursuant to Education Code Sections 18910 et seq."
- B. Introduce and conduct first reading (by title only), and waive further reading of Ordinance No. 19-__ entitled "An Ordinance of the City of Goleta, California, Amending Title 2 of the Goleta Municipal Code to Add Chapter 2.14 to Establish a Library Advisory Commission."
- C. Adopt Resolution No. 19-__ entitled, "A Resolution of the City Council of the City of Goleta, California Rescinding Resolution No. 18-29 and Adopting By-Laws for the Library Advisory Commission."
- D. Approve the Mayor's and County Board of Supervisors' selections for members of the Goleta Library Advisory Commission.

BACKGROUND:

On March 7, 2017, the City Council adopted Ordinance 17-01 which added Chapter 2.13 to the Goleta Municipal Code titled "Establishment of Municipal Library and Library Board of Trustees." The Ordinance established the Goleta Library as a municipal library and created a Library Board of Trustees (Board). As the existing Ordinance reads, the Board shall consist of five members appointed by the Mayor with the consent of the City Council. The Ordinance also states that three members shall be residents of the City of Goleta, and two members

shall be residents of the County of Santa Barbara residing within the designated library service area. The Ordinance further prescribes the duties and powers of the Board as specified in Education Code Sections 18910 et seq.

On December 19, 2017, the City Council adopted Resolution No. 17-55 establishing a Library Board of Trustees stipend and adoption of by-laws. Following the adoption of Resolution No. 17-55, on June 19, 2018, the City Council adopted Resolution No. 18-29, which rescinded Resolution No. 17-55. The purpose for Resolution No. 18-29 was to change the composition of the Board's membership to include:

- Three (3) members suggested by the Board of Supervisors that are residents of the unincorporated service area of the Goleta Valley; one (1) of those three members must be a resident of the Isla Vista Community Services District (CSD); and
- Two (2) members that are residents of the City of Goleta.

As discussed in the following section, staff are recommending that Goleta Municipal Code Chapter 2.13 be amended (Ordinance No.17-01) to reserve the powers and duties of the Board as prescribed in the Education Code to the City Council, and that the City establish a separate Library Advisory Commission (Commission) to obtain input from members of the Goleta Library service area on library programming and services. A new ordinance is being proposed that would formally establish the new Commission. Staff are further recommending that Resolution No.18-29 be rescinded and that a new resolution be adopted that would allow for the establishment of by-laws specific to the Commission, including a stipend amount for each Commissioner.

The following section details the importance of designating the City Council as the Library Board of Trustees and of creating the Goleta Library Advisory Commission.

DISCUSSION:

At the time that the City considered forming its own municipal library, the City Council understood that the Library Board of Trustees would have the ability to evaluate library services and operations and make recommendations to the City Council. The City and County mutually understood that the Board would be advisory in nature, and this was the basis upon which the City Council moved forward.

Subsequent to the formation of the Library Board of Trustees through the passage of Ordinance 17-01 and related Resolutions 17-55 (rescinded) and 18-29 (current), staff learned that a Library Board of Trustees has certain authorities, as detailed under Education Code Sections 18910 et seq., that are beyond advisory in nature. Such powers and duties include the power to purchase, rent or build property, purchase books, journals, publications and other personal property for the library, determine a library's staffing including the specific job functions of staff and their compensation amounts, and the making and enforcement of all rules, regulations, and by-laws for the libraries under the Board's management. Decisions involving the expenditure of taxpayer dollars and the hiring and firing of personnel are traditionally made by the City Council and City Manager. Therefore, staff recommends Goleta

Municipal Code Chapter 2.13 (Ordinance No. 17-01) be amended to preserve this authority in the City Council and City Manager.

However, in recognition of the importance of having a representative voice from the Goleta Library service area on library matters, staff are also recommending that a Library Advisory Commission (Commission) be established to serve in an advisory capacity to the Library Board of Trustees (i.e. the City Council). To accomplish this, a new Ordinance is being proposed to establish the Commission. The Commission would be guided by its own by-laws, which would be established through the adoption of a new Resolution No. 19-__ that would effectively rescind and replace the existing Resolution 18-29. Attachments to this report are as follows:

- Attachment 1 – Proposed Ordinance No. 19 -__ - Amending Goleta Municipal Code Chapter 2.13 (Establishes the City Council as Library Board of Trustees)
- Attachment 2 - Proposed New Ordinance No. 19-__ (Establishes a Library Advisory Commission)
- Attachment 3 - Proposed New Resolution No. 19-__ (Establishes By-Laws for the Library Advisory Commission)

Goleta Library Advisory Commission

Prior to learning about the need for a change to the Library Board of Trustees, staff had conducted a recruitment to identify prospective members to serve on the Board. The recruitment was advertised beginning on June 29, 2018, with an application submittal deadline of July 20, 2018. The submittal deadline was extended to September 10, 2018 due to initially not having enough applicants. A total of 25 applications were ultimately received by the September 10, 2018 deadline.

Of the total applicants, eight (8) were located within the unincorporated Goleta Library service area, and the remaining 17 were located within Goleta city limits. On November 6, 2018, the County Board of Supervisors approved Jane Gray and Meredith Murr for appointment to the Board, to represent the unincorporated library service area patrons. The Board of Supervisors also approved Jay Freeman to represent the Isla Vista Community Services District area patrons. The two selections made by the Mayor to represent the Goleta incorporated area patrons were Abraham Peck and Lori Goodman. At this time, staff are recommending that the City Council approve these five pre-selected applicants for membership on the Library Advisory Commission. Staff have reached out to the pre-selected members informing them about the change, and that their role as an advisory body to the City Council would remain the same as originally intended. Commission meetings are tentatively scheduled to occur on the first Monday of every month.

FISCAL IMPACTS:

Designating the City Council as the Library Board of Trustees has no additional fiscal impact, except staff time. Previously, a \$50 monthly stipend was established for each member of the Library Board of Trustees. With the proposed rescinding of Resolution No. 18-29 (subject to City Council approval), that stipend will no longer apply. A new stipend amount of \$50 per meeting for each attending Commissioner is proposed for the Library

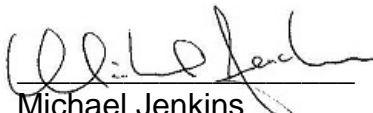
Advisory Commission in Resolution No. 19-___. The per meeting stipend and amount is consistent with the City's standard practice for issuing stipends to other Commissions and bodies. The City's adopted FY 2018/19 budget already includes \$3,000 programmed for stipends, which will be available to support the Library Advisory Commission on annual basis. In addition to stipends, there will also be costs associated with the videotaping of the Library Advisory Commission meetings. For the remainder of FY 2018-19, the library budget will be adjusted to include \$850 for videotaping costs through June 30, 2018. Videotaping is projected to cost approximately \$2,500 annually thereafter and will be included in future recommended budgets.

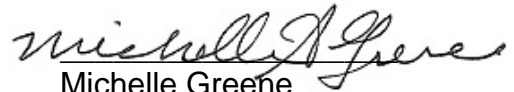
ALTERNATIVES:

The City Council could forego adoption of the amended Ordinance No. 19-__, newly proposed Ordinance No. 19-__, and proposed Resolution No. 19-__. In doing so, the Library Board of Trustees would consist of the five City and County pre-selected applicants representing the library service area, if Council approves them. In this case, the Board members would have the authority to make decisions for the Goleta Library that go beyond the original intent of the City Council. This would not be an ideal situation, as the City Council would unnecessarily be foregoing its authority on important library matters. Any changes to the existing by-laws in Resolution No. 18-29 that could be made to clarify the Board's role as an advisory-only body would be contrary to what the Education Code allows. To avoid any inconsistencies with the Education Code, staff do not recommend pursuing this alternative.

Legal Review By:

Approved By:


Michael Jenkins
City Attorney


Michelle Greene
City Manager

ATTACHMENTS:

1. Ordinance No. 19-__ "An Ordinance of the City of Goleta, California Amending Chapter 2.13 (Establishment of Municipal Library and Library Board of Trustees) of Title 2 of the Goleta Municipal Code to Designate the Goleta City Council as the Library Board of Trustees Pursuant to Education Code Sections 18910 et seq."
2. Ordinance No. 19-__ "An Ordinance of the City of Goleta, California Amending Title 2 of the Goleta Municipal Code to Add Chapter 2.14 to Establish a Library Advisory Commission"
3. Resolution No. 19-__ "A Resolution of the City Council of the City of Goleta, California Rescinding Resolution No. 18-29 and Adopting By-Laws for the Library Advisory Commission"

ATTACHMENT 1

Ordinance No. 19-__ "An Ordinance of the City of Goleta, California Amending Chapter 2.13 (Establishment of Municipal Library and Library Board of Trustees) of Title 2 of the Goleta Municipal Code to Designate the Goleta City Council as the Library Board of Trustees Pursuant to Education Code Sections 18910 et seq."

ORDINANCE NO. 19-__

**AN ORDINANCE OF THE CITY OF GOLETA, CALIFORNIA
AMENDING CHAPTER 2.13 (ESTABLISHMENT OF MUNICIPAL
LIBRARY AND LIBRARY BOARD OF TRUSTEES) OF TITLE 2
OF THE GOLETA MUNICIPAL CODE TO DESIGNATE THE
GOLETA CITY COUNCIL AS LIBRARY BOARD OF TRUSTEES
PURSUANT TO EDUCATION CODE SECTIONS 18910 ET SEQ.**

SECTION 1. CODE AMENDMENT

Chapter 2.13 of Title 2 of the Goleta Municipal Code is hereby amended:

A. Section 2.13.020 is hereby amended to read:

2.13.020 Library Board of Trustees Created

The City Council of the City of Goleta is hereby designated as the Library Board of Trustees pursuant to Education Code sections 18910 et seq.

B. Section 2.13.030 Membership and Appointment is hereby deleted.

SECTION 2: Severability. Should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect.

SECTION 3: Continued Effectiveness. Repeal of any provision of the Goleta Municipal Code will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 4: Certification. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Goleta's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 5: Effective Date. This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

INTRODUCED ON the ____ day of _____, 2019.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2019.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, Deborah S. Lopez, City Clerk of the City of Goleta, California, do hereby certify that the foregoing Ordinance No. 19-__ was introduced on _____, and adopted at a regular meeting of the City Council of the City of Goleta, California, held on the _____, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

ATTACHMENT 2

Ordinance No. 19-__ "An Ordinance of the City of Goleta, California Amending Title 2 of the Goleta Municipal Code to Add Chapter 2.14 to Establish a Library Advisory Commission

ORDINANCE NO. 19-__

**AN ORDINANCE OF THE CITY OF GOLETA,
CALIFORNIA, AMENDING TITLE 2 OF THE
GOLETA MUNICIPAL CODE TO ADD
CHAPTER 2.14 TO ESTABLISH A LIBRARY
ADVISORY COMMISSION**

**THE CITY COUNCIL OF THE CITY OF GOLETA DOES ORDAIN
AS FOLLOWS:**

SECTION 1. Code Amendment

Title 2 of the Goleta Municipal Code is hereby amended to add Chapter 2.14 as set forth below:

**Chapter 2.14
Library Advisory Commission**

Sections:

- | | |
|----------|---|
| 2.14.010 | Purpose of Library Advisory Commission. |
| 2.14.020 | Created. |
| 2.14.030 | Members. |
| 2.14.040 | Appointment. |
| 2.14.050 | Qualifications of members. |
| 2.14.060 | Term of office. |
| 2.14.070 | Removal of office. |
| 2.14.080 | Vacancy in office. |
| 2.14.090 | Appeal to Library Advisory Commission. |
| 2.14.100 | Appeal to City Council. |
| 2.14.110 | Compensation |
| 2.14.010 | Purpose of Library Advisory Commission |

The purpose of the Library Advisory Commission shall be to provide advice to staff and the City Council on matters affecting the Goleta Library, representing the interests of the library's patrons by recommending programming and services for the library.

- | | |
|----------|----------|
| 2.14.020 | Created. |
|----------|----------|

A Library Advisory Commission for the City is created. The City Council shall provide for the organization and duties of the Commission by resolution.

2.14.030 Members

The Library Advisory Commission shall be composed of five (5) members.

2.14.040 Appointment

The Mayor will always appoint, and the City Council will always consent, to the Mayor's appointments for the five members. The Mayor will always appoint three members suggested by the County Board of Supervisors to represent the unincorporated service area of the Goleta Valley.

2.14.050 Qualification of members

(a) Three of the five members must be residents of the unincorporated service area of the Goleta Valley, and one of the three members must be a resident of the Isla Vista Community Services District (CSD).

(b) The remaining two members must be residents of the City of Goleta.

2.14.060 Term of office

The members of the first appointed Commission shall so classify themselves by lot that one of their number shall go out of office at the end of the next fiscal year (June 30, 2020), two at the end of the one year thereafter (June 30, 2021), and two at the end of two years thereafter (June 30, 2022).

Terms shall be for three years, with no limit on the numbers of terms to which members may be appointed.

Members shall serve until their successor has been appointed by the City Council.

2.14.070 Removal of office

A member of the Library Advisory Commission is automatically removed from office if the member is absent without excuse from three consecutive regular meetings of the Commission. Excuse shall

be determined by the President. Excuse for the absence of the President shall be determined by the President Pro Tempore. A member of the Library Advisory Commission may be removed by a majority vote of all the City Council.

2.14.080 Vacancy in office

Vacancies, other than by expiration of a term, shall be filled by appointment for the unexpired portion of the term by the same method as for the original appointment.

2.14.090 Appeal to Library Advisory Commission

A decision made by City staff related to the Goleta Library programming and services may be appealed to the Library Advisory Commission. However, any decision made by City staff for the protection of the public health and safety of the citizens shall not be subject to appeal. A letter stating the reasons for the appeal, along with the appropriate fee, must be filed with the Library Department within ten (10) days following the staff decision. If the tenth day falls on a day that the City Hall offices are closed, the appeal period is extended until 5:00 p.m. on the following business day.

2.14.100 Appeal to City Council

Any persons may appeal a final decision by the Library Advisory Commission to the City Council within ten (10) days of the decision becoming final. If a decision is not appealed to the City Council within that period, the decision cannot be appealed. The Library Department will notify the Library Advisory Commission as to the scheduled date of the appeal hearing. The Library Advisory Commission will designate a member to attend an appeal hearing.

2.14.110 Compensation

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

SECTION 2. Severability

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted

this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 3. Certification of City Clerk.

The City Clerk shall certify to the adoption of this ordinance and, within 15 days after its adoption, shall cause it to be published in accord with California Law.

SECTION 4. Effective Date.

This ordinance shall take effect on the 31st day following adoption by the City Council.

INTRODUCED ON the ____ day of _____, 2019.

PASSED, APPROVED, AND ADOPTED this _____day of _____ 2019.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, Deborah S. Lopez, City Clerk of the City of Goleta, California, do hereby certify that the foregoing Ordinance No. 19-__ was introduced on _____, and adopted at a regular meeting of the City Council of the City of Goleta, California, held on the _____, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

ATTACHMENT 3

Resolution No. 19-__ entitled "A Resolution of the City Council of the City of Goleta, California Rescinding Resolution No. 18-29 and Adopting By-Laws for the Library Advisory Commission

RESOLUTION NO. 19-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GOLETA, CALIFORNIA, RESCINDING RESOLUTION NO. 18-29
AND ADOPTING BY-LAWS FOR THE LIBRARY ADVISORY
COMMISSION**

WHEREAS, on March 7, 2017, the City Council adopted Ordinance No. 17-01 establishing a municipal library and creation of a Library Board of Trustees; and

WHEREAS, on June 19, 2018, the City Council adopted Resolution No. 18-29 establishing a Library Board of Trustees stipend and adoption of by-laws; and

WHEREAS, on February 5, 2019, the City Council conducted the first reading of an amendment to Ordinance No. 17-01, designating the Goleta City Council as the Library Board of Trustees pursuant to Education Code Sections 18910 et seq.; and

WHEREAS, on February 5, 2019, the City Council conducted the first reading of Ordinance No. 19-__ which added Chapter 2.14 to Title 2 of the Goleta Municipal Code relating to the establishment of a Library Advisory Commission; and

WHEREAS, the purpose of the Library Advisory Commission is to represent the interests of the Goleta Library patrons by recommending programming and services for the library, subject to the approval of the Library Board of Trustees; and

WHEREAS, this resolution serves to establish by-laws for the Library Advisory Commission by organizing and defining its duties, delineating the appointment and removal of its members; and

WHEREAS, this resolution rescinds and replaces Resolution No.18-29.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GOLETA, AS FOLLOWS:**

SECTION 1. Resolution No. 18-29 is rescinded and of no further force or effect.

SECTION 2. The Library Advisory Commission shall have the power and duty to make recommendations to the City Council on library matters, as detailed in the by-laws attached hereto as Exhibit A.

SECTION 3. Compensation is set at \$50 per meeting for each attending member of the Library Advisory Commission.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this __ day of _____ 2019.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 19-__ was duly adopted
by the City Council of the City of Goleta at a regular meeting held on the __ day
of _____, 2019 by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

CITY OF GOLETA

LIBRARY ADVISORY COMMISSION
BYLAWS AND GUIDELINES

SECTION 1.0 INTRODUCTION

1.1 PURPOSE

The purpose of the Library Advisory Commission (Commission) is to advise the Library Board of Trustees (Board) and increase citizen participation in library issues by analyzing the library's needs, considering goals, anticipating future needs and problems, acting as a liaison, acting as a sounding board, and helping to develop consensus for advisement to the Board.

These bylaws and guidelines establish the rules and procedures that govern the the Library Advisory 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.

1.2 AUTHORITY

The Goleta City Council established the Library Advisory Commission in February of 2019 (Ordinance No.19-___; Codified at Goleta Municipal Code sections 2.14.010-2.14.110).

1.3 DUTIES

The Commission shall have the powers and duties specified below, acting in an advisory capacity to the Board in matters pertaining to the management, administration, operation, development, improvement and maintenance of libraries with the Goleta library system, including but not limited to:

- 1) Reviewing contracts for library services, acquisitions and equipment, and making recommendations on those contracts to the Board consistent with Goleta Municipal Code 3.05, Purchasing System;
- 2) Recommending and implementing library goals and objectives, as well as policies and procedures necessary to provide library services;
- 3) Submitting an annual report on the condition of the library to the Board and State Librarian on or before August 31, pursuant to Education Code 18927;
- 4) Reviewing the bi-annual budget in order to make recommendations to the Board; and
- 5) 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 members shall be composed of five (5) members representative of the Goleta Library service area.

Members of the Commission shall be appointed by the Mayor with the consent of the City Council.

The Mayor will always appoint, and the City Council will always consent to three members suggested by the County Board of Supervisors. These members must be residents of the unincorporated service area of the Goleta Valley, and one of the three members must be a resident of the Isla Vista Community Services District (CSD).

The remaining two members must be residents of the City of Goleta.

2.2 COMPENSATION

The Library Advisory 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. At least one of the three members shall be a member residing in the City of Goleta.

2.4 ORGANIZATION

The Commission may appoint standing or ad hoc subcommittees from its membership and, with the consent of the City Council, may appoint subcommittees comprised of non-Commission members.

The Commission may adopt by-laws, rules and regulations as necessary for the administration, government and protection of the libraries under its management and all property belonging to the libraries, subject to approval by the Library Board of Trustees.

The City Manager, 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 Library Advisory Commission meetings shall occur as follows:

A minimum of one regular meeting shall be held each month in City Council Chambers. A special meeting may be called at any time by the Library Director. 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 Library Director. Dates, times and locations of meetings shall be posted in the usual manner in accordance with Government Code § 54950 et seq. (the Ralph M. Brown Act).

3.2 AGENDA ORGANIZATION

Agendas shall generally be organized as follows:

1. Public Comment
2. Consent Calendar
3. Discussion/Action
4. Future Agenda Items

Agendas for current meetings, as well for past meetings and minutes are available on the Internet at www.cityofgoleta.org.

SECTION 4.0 MEETING CONDUCT

4.1 MEETING CONDUCT

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

4.2 BROWN ACT

Pursuant to the Ralph M. Brown Act (Government Code § 54950 et seq.), all meetings of the Library Advisory Commission, including study sessions and workshops, must be open and public. This means that a quorum of Commission members shall only discuss related business in a public meeting. Furthermore, meeting agendas shall be posted in a public place at least 72 hours in advance of the hearing and topics shall be limited to those on the agenda.

4.3 PUBLIC COMMENT

A public comment period is available to all members of the public to discuss issues of concern with the Commission regarding items not on the agenda. However, such issues should be within the jurisdiction of the Commission.

4.4 DISCUSSIONS OUTSIDE OF REGULARLY NOTICED MEETINGS

Private discussions between applicants and individual members, or groups of members, do not reflect the consensus of the entire Commission and may not be construed as an interpretation of the Commission's recommendations. Members shall disclose any such discussions at regularly scheduled meetings. Such discussions may not involve a quorum of the Commission members.

4.5 AGENDA MANAGEMENT

The primary role of the Commission President is to conduct the meeting so that the work of the Commission may reasonably be completed within the allotted time. To this end, the Library Director should limit the number of items scheduled for particular agendas in order to manage the length of the meeting.

4.6 CONFLICT OF INTEREST

Members of the Library Advisory Commission must comply with all regulations prohibiting participation by officials with conflicts of interest. If a member has a conflict of interest for an item that is before the Commission, the member must step down and not participate in the review nor be counted for purposes of a quorum.