



LIBRARY BOARD OF TRUSTEES STAFF REPORT

ITEM NO. 4.2

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Recommendation that the City Council approve the Draft Library Board of Trustees Rules of Procedure

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees review the Draft Rules of Procedure and recommend adoption by City Council.

DECISION TYPE

Administrative

SUMMARY

The Library Board of Trustees is being asked to review the updates to their Rules of Procedure and provide feedback. Upon completion of the review, the feedback will be provided to the City Clerk's Office, who will then take the update to the City Council for final approval.

DISCUSSION

The Library Board of Trustees is responsible for significant duties for the City - setting goals and objectives for the broad variety of services and programs the Library provides and recommending policy modifications to City Council. To carry out this duty, it is important that the Board be aware of the Rules of Procedure. The attached draft Library Board of Trustees Rules of Procedure provide the information that is needed to conduct Board business effectively, efficiently, and within the guidelines. Some examples of the proposed changes include:

- Typographical changes
- Updating gender-specific pronouns to gender-neutral pronouns
- Clarification on the approval of minutes
- Clarification on when public comment is allowed
- Clarification of staff roles and responsibilities
- Clarification of what is needed to bring an initiated matter forward to a future meeting

ATTACHMENTS

1. Draft Library Board of Trustees Rules of Procedure Update

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Management Analyst II