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8000.0 BOARD OF LIBRARY TRUSTEES POLICIES AND PROCEDURES

8010.0 Election of Board Members

The Board of Library Trustees consists of five members elected at large from the District and who serve without pay for four-year staggered terms. Elections are held biennially in odd numbered years on the same day as state general elections, the first Tuesday after the first Monday in November. Pursuant to Education Code Section 19700, Trustees take office the first Friday in December succeeding their election.

Date of adoption undocumented; Revised December 11, 1997; Last Reviewed June 13, 2002

8010.1 Official Tabulations of Votes

The official tabulation of votes in a Trustee election, furnished by the Registrar-Recorder of the County of Los Angeles, shall be recorded in the minutes of the next Board meeting following an election or upon receipt.

Date of adoption undocumented; Adopted June 13, 1984; Last Reviewed June 13, 2002

8010.2 Vacancy on the Board of Trustees

If a vacancy should occur on the Board of Library Trustees, the remaining Trustees shall fill that vacancy within sixty (60) days either by appointing a new Trustee or by calling an election at the next available special district election date. After sixty (60) and until ninety (90) days, the County Board of Supervisors may fill the vacancy either by appointing a new trustee or by calling an election. After ninety (90) days, the District must call an election. Elections will be held on special district election dates as specified by California Election Code Section 2502. The person appointed to fill a vacancy shall hold office until the next general election. At that general election, the position shall be filled by election.

Date of adoption undocumented; Revised June 9, 1988; Last Reviewed June 13, 2002; Revised December 8, 2005

8010.3 Candidate Statements for District Elections

The District requires payment to the County of Los Angeles in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words.

Adopted May 11, 1989; Last Reviewed June 13, 2002

8010.4 Seating of New Trustees

The presiding officer (or his or her designee) will conduct a brief ceremony at the first Board meeting at which newly elected or newly appointed trustees and student trustees assume office. The ceremony will consist of the newly elected or appointed trustee affirming an oath of allegiance, as written below.

Palos Verdes Library District Affirmation of Allegiance for Trustees

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Date of adoption undocumented.; Revised June 10, 1993; Last Reviewed June 13, 2002

8020.0 Officers

Officers of the Board shall be President, Vice-President and Secretary. The President and Vice President shall serve as an Executive Committee when it is advisable that two board members represent the Board and no other committee has been assigned.

Date of adoption undocumented.; Revised February 9, 1989; Revised December 10, 1998; Last Reviewed June 13, 2002

8020.1 Election of Officers

The Board elects officers at the regular December Board meeting from among its members. The officers remain in office for a term of one year or until their successors are duly elected. In order to ensure continuity and rotation of responsibility, it is recommended that the previous Vice President become the new President.

Date of adoption undocumented; Last Reviewed June 13, 2002

8020.2 Vacancies

A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next Regular Board meeting. The term of office shall be for the unexpired term.

8020.3 Duties of Officers

A. President

1. chairs all Board of Trustees meetings;

2. carries out necessary duties as prescribed by law;
3. works closely with the Director to facilitate effective communication among the Board, administration and community;
4. works with the Director in preparing the agenda for all Board of Trustees meetings;
5. appoints Standing Committees, including chair of each Committee, Board Liaisons and may create Special Committees (also called Ad Hoc Committees) to perform a specific task; all appointees require approval by a majority of the Board of Trustees;
6. calls special meeting of the Board of Trustees; and
7. provides to the Board, at the January Regular meeting, and at other times as necessary, a memorandum identifying the chairs and members of all committees, the liaisons, and the delegates to the MCLS.

B. Vice President

1. assumes duties of the President in the absence of the President; and
2. carries out necessary duties as prescribed by law.

C. Secretary

1. transcribes and/or authenticates the minutes of all regular and special meetings;
2. presides at all regular meetings in the absence of the President and Vice President; and
3. carries out other duties as prescribed by law.

Date of adoption undocumented; Revised December 10, 1998; Revised August 10, 2000; Last Reviewed June 13, 2002

8030.0 Board Committees

Board committees are constituted to facilitate Board effectiveness within the powers and authority delegated by the Board of Trustees. The creation of committees is discretionary and the President, with the concurrence of the Board, may appoint committees at any time. The Board may appoint community members to serve on committees. The President of the Board designates the chair of each committee. In establishing committees, the Board will comply with all relevant legislation, including the Ralph M. Brown Act.

The President of the Board may also appoint liaisons to committees that do not report to the Board (eg. Peninsula Friends of the Library (PFL), California Library Association (CLA), California Association of Library Trustees and commissioners (CALTAC)), Library Advisory Committees (LAC).

8030.1 Standing Committees

Standing Committees may be appointed by the Board to deal with a special area of interest for an unspecified duration. No more than two Trustees shall sit on any standing committee.

8030.1.1 Community Relations Committee

- A. Monitors community events and activities;

- B. Provides information to the Board on opportunities for community involvement, and recommends participation in activities and events to support achievement of the District’s Mission, Vision, and Strategic Plan; and
- C. Coordinates with the Peninsula Friends of the Library through the Director on fundraising community outreach.

8030.2 Special Committees

Special Committees (also called ad hoc committees) may be created by the Board or the President, with concurrence from the Board, at any time to perform a specific task. Membership of Special Committees will be comprised of not more than two Trustees unless otherwise authorized by the Board of Trustees.

At its creation, the committee shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of the membership, a full description of the functions to be discharged, and the authority the committee will have. Ad Hoc Committees “sunset” no later than the end of January of the year following their appointment and may be re-constituted after new Board officers are elected in December and new appointments are made by the Board President.

8030.3 Reporting of Committees

The Chair of each committee shall provide a comprehensive (written or oral) report to the Board at the regular meeting following each committee meeting.

8040.0 Board Liaisons

All positions are appointed by the Board President with the concurrence of the majority of the Board.

Each liaison will provide the Board with a comprehensive report of activities at the Board meeting immediately following any activity, including recommendation for Board action when appropriate.

8040.1 Government Relations Liaison

- A. monitors current legislative activity at city, county, state and federal levels that would impact the District;
- B. provides information to the Board regarding legislative issues and their impact on the District;
- C. after consultation with the Board of Trustees, contacts legislators, as appropriate, to advocate the District's position on individual legislative issues; and
- D. attends legislative days in Sacramento representing the District.

Adopted February 12, 1987; Revised December 13, 1990; Revised December 11, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002; Revised January 13, 2005; Revised April 12, 2007; Revised January 21, 2009

8040.2 Peninsula Friends of the Library Liaison

The Board President will ensure Trustee participation with the Peninsula Friends of the Library (PFL) by assigning one or two Trustees to attend PFL board meetings and PFL special event committee meetings.

8045.0 Board Representatives

From time to time, the Board is asked to appoint from its members a representative to community-wide committees or organizations to represent the unique interests of the Palos Verdes Library District.

Last Reviewed June 13, 2002; Revised November 17, 2011

8055.0 Board Appointments

The Board may call members of the community to serve the Library District as needed.

8055.1 Appointment of District representatives to local, regional and state committees and boards.

When local, state or regional committee or boards request a community member as a delegate from the Palos Verdes Library District, the Board of Library Trustees directs the Director to recruit and suggest for appointment such community members. The Director will submit these recommended appointments, including position and length of term, to the Board of Trustees for approval at a regular Board meeting.

Adopted May 14, 2009

8060.0 Board Responsibilities and Guidelines

The Board of Library Trustees determines the operating policies of the District, appropriates all monies to be expended and works closely with the Director to insure a well run operation which fulfills the needs of the community.

Last Reviewed June 13, 2002; Last Revised November 17, 2011

8060.1 Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act; however, the Director's decisions shall be subject to review and action by the Board of Library Trustees at its next regular meeting.

It shall be the duty of the Director to inform the Board of Trustees promptly of such situations and of the need for policy.

Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Last Reviewed June 13, 2002

8060.2 Board Requests of Staff or Legal Counsel

Any request by a Trustee for services from staff or legal counsel, or for library supplies, should be made through the Director. The Director shall be the line of official communication between the Board and all District personnel and legal counsel.

The Director may, from time to time, assign specific members of the staff or request legal counsel to work directly with a Board member, a Board Committee or on a Board Project.

Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Revised October 14, 1999; Revised August 10, 2000; Last Reviewed June 13, 2002

8070.0 Expense Reimbursement Policy

A. Purpose

The purpose of this policy is: (1) to define the type of meetings, conferences and other activities for which a Library Trustee may receive reimbursement from the District for actual and necessary expenses incurred in attending such meetings, conferences, or activities; (2) to provide the rate or rates of reimbursement for travel, meals, lodging and other actual or necessary expenses incurred by Library Trustees in attending those meetings, conferences and activities; and (3) to provide the procedures and other requirements for seeking reimbursement from the District for those expenses.

This policy is intended to comply with the requirements of Government Code Sections 53232 through 53232.4.

B. Applicability

This policy applies only to members of the Board of Library Trustees. Reimbursement for expenses to the District Director and to employees of the District shall be governed by the District's Personnel Rules and Policies.

8070.1 Authorized Expenses

A Library Trustee is eligible to receive reimbursement for travel, meals, lodging and other reasonable and necessary expenses incurred in attending the following meetings, events and activities, provided the attendance is approved pursuant to Section 8070.2 of this Policy:

A. Conferences, Meetings and Workshops

Attendance at conferences, meetings and workshops of regional, state and national organizations whose activities benefit or affect the District's activities or interests;

B. Special Projects

Attendance at conferences and meetings regarding special library projects;

C. Community Activity or Visibility

Attendance at community sponsored functions, where the presence of a representative is requested or important;

D. Legislative Activity and Meetings with Local, Regional, State or National Officials

Attendance at meetings with local, regional, state or national officials on legislative issues or District policy or program issues; and

E. Ethics Training

Attendance at a conference, meeting, workshop or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

Adopted April 10, 1980; Revised October 8, 1981; Revised May 8, 1984; Revised December 13, 1990; Revised May 11, 2006

8070.2 Board or Executive Committee Approval for Activity

All Trustees seeking to attend the activities or events listed in item 8070.1 and to then seek reimbursement for expenses incurred must obtain prior approval of the Board. When it is not possible to obtain prior approval of the Board for attendance at an event, the Executive Committee has the authority to approve the attendance. The Executive Committee shall report all such approvals at the next regular meeting of the Board.

8070.3 Reimbursement Rates and Amounts

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs, the Trustee's time constraints, and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

1. Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered by the State of California shall be, in most normal circumstances, presumed to be the most economical and reasonable for purposes of reimbursement under this policy. The Board recognizes and acknowledges that such airfares are not always practicable or available in certain limited circumstances, and finds that higher airfares may be appropriate in individual cases.
2. Automobile. Automobile mileage shall be reimbursed at Internal Revenue Service rates presently in effect (*see* www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Mileage for travel to meetings, conferences, and activities on the Palos Verdes Peninsula shall not be reimbursed by the District.
3. Car Rental. Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
4. Taxis/Shuttles. Taxi or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fare is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

1. Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see subparagraph 2 below.

2. Other Lodging. Travelers must request government lodging rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelsmart.com/lodguideframes.htm>. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.hotels.com, www.expedia.com, or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the District Director may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary under the particular circumstances.

C. Meals

Trustees shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed \$80 per day.

Such amounts will be annually adjusted without further action by the Board to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles/Anaheim/Riverside Metropolitan Area. (The annual adjustment will be based on this area whether travel is within the area or not.) The District will not reimburse personal alcohol or bar expenses.

D. Telephone/Fax/Cellular

Trustees will be reimbursed for all actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business and be reimbursed for that percentage of applicable charges.

E. Internet

On out-of-town trips, Trustees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for District-related business.

F. Airport and Other Parking Charges

The District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24-hours.

G. Other

Baggage handling fees and reasonable gratuities will be reimbursed. Expenses for which Trustees receive reimbursement from another agency are not reimbursable. Any and all expenses that do not fall within the adopted reimbursement policy are required to be approved by the Board of Library Trustees in a public meeting prior to the expense(s) being incurred.

8070.4 Expenses that May Not be Reimbursed

Examples of personal expenses for which the District will not reimburse a Trustee include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions;
3. Family expenses, including partner's expenses when accompanying an official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events not related to District business (including gym or massage expenses), cultural events not related to District business;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
6. Personal losses incurred while on District business; and
7. Personal alcohol or bar expenses.

8070.5 Expense Report Content and Submission Deadline

- A. All expense reimbursement requests must be submitted on an expense report form provided by the District. This form shall include the following advisory:

All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District's policies may include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

- B. Expense reports must document that the expense in question met the requirements of this policy.
- C. Except as required sooner by this policy, Trustees must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

8070.6 Verification of Expense Reports

Trustees shall submit his or her reimbursement form to the District Director for review, initial approval and forwarding to the Director of Finance for final approval and payment. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. The District Director and then the Finance Director shall review and approve all reimbursement requests. The District Director, the Finance Director, or both, may request additional documentation or explanation of individual expenditures for which reimbursement is requested by the Trustee. Expenses that do not adhere to the adopted reimbursement policy and that do not receive approval from the Board of Library Trustees in accordance with Policy No. 8070.2 prior to the expense being incurred shall not be eligible for reimbursement.

8070.7 Reports to the Public

At a subsequent Board of Library Trustees meeting, each Trustee shall briefly report, orally or in writing, on meetings attended at District expense. If multiple Trustees attended an event, a joint report or individual report on behalf of all attendees may be made.

8070.8 Compliance With Laws

Trustees should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act.

8070.9 Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the District, (3) the District reporting the expenses as income to the Trustee to state and federal tax authorities, (4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and (5) prosecution for misuse of public resources.

Adopted April 10, 1980; Revised October 8, 1981; Revised May 8, 1984; Revised December 13, 1990; Revised November 12, 1998; Last Reviewed June 13, 2002, Revised May 11, 2006

8080.0 Training, Education and Conferences

- A. Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Attendance at such educational conference and professional meetings are considered a part of an official's performance of their official duties for the District. There is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.
- B. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with interests of the district. Cash advances are not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District Policy No. 8071.
- C. The Executive Assistant is responsible for making conference and registration arrangements for Trustees. The Finance Director is responsible for compensation and reimbursement pursuant to District Policy 8070. All expenses for which reimbursement is requested by Trustees shall be submitted to the Finance Director, together with valid receipts.
- D. As required by District Policy 8070, attendance by Trustees at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Library Trustees prior to incurring any reimbursable costs.
- E. A Trustee shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after the election in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

- F. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, the Trustees shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the library for the future use of other Trustees, Directors and staff.

8080.1 Ethics Training

- A. All District Directors and Trustees shall receive two hours of training in general ethics principles and ethic laws relevant to public service within one year of election or appointment to the Board of Trustees, and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.
- B. This policy shall also apply to all staff members that the Board of Trustees designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Act.
- C. All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.
- D. Directors and Trustees shall obtain proof of participation after completing the ethics training.
- E. District staff shall maintain records indicating both the dates that Directors and Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Directors and trustees receive training, and are public records subject to disclosure under the California Public Records Act.
- F. District staff shall provide the Directors and Trustees with information on available training that meets the ethics training requirements of this policy at least once every year.
- G. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken from home, in person or online. Any Trustee that serves on the Board of another agency is only required to take the training once every two years.

Adopted May 11, 2006.

8100.0 Board Meeting Policies

8100.1 Regular Meetings

Regular Board of Trustees meetings are held the second Thursday of each month at 7:00 p.m. in the meeting room of one of the District's libraries. The schedule of dates and locations of Board meetings for the next fiscal year is determined at the regular June meeting.

All meetings are subject to the Ralph M. Brown Act (see PVL D Reference Manual for full text of Act.) The District shall post the agenda for its regular meeting 72 hours prior to the meeting.

Adopted June 14, 1984; Revised November 8, 1990; Revised December 11, 1997; Last Reviewed June 13, 2002; Revised January 12, 2006

8100.2 Special Meetings

Pursuant to the provisions of Government Code Section 54956, Special Meetings of the Board may be called by or at the direction of the President, or upon the written request of three or more Trustees by

delivering personally or by mail written notice to each Trustee and the local newspapers. The notice shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. In addition, the Board member requesting the meeting shall, as early as possible but no later than 24 hours prior to such meeting, submit the following information to all Board members and the Director: a) objective(s) or desired result of the meeting, b) proposed agenda with fixed time limits for discussion of each item, and c) motion or action required for conclusion of the meeting, if any. Non-agenda items shall not be considered or discussed at such meetings. Special meetings must be open to the public.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of District facilities, the Board of Trustees may hold an emergency meeting without complying with the 24-hour notice requirement of this section.

Study Meetings are a form of Special Meetings called for the purpose of Board, staff and public discussion of a topic of interest. These are topics not easily discussed within the time limits of a regular Board meeting. Study Meetings are conducted in an informal workshop environment, and Paragraphs a, b, c and d of Policy 8200.8 do not apply. Board action is restricted to placing items on the agenda of the next regular or special meeting. Action(s) will be recorded; however, minutes are not required.

Adopted June 14, 1984; Revised July 8, 1993; Revised February 12, 1998; Revised August 10, 2000; Revised March 8, 2001; Last Reviewed June 13, 2002

8100.3 Executive Sessions

The Ralph M. Brown Act allows private executive sessions for discussion of personnel and legal matters. The Meyers-Miliias-Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A Board member may participate in the discussion via telephone; however, he or she may not be counted as part of the quorum and may not vote on the matter at hand. These sessions require the same notice as special meetings.

Adopted June 14, 1984; Revised November 12, 1998; Last Reviewed June 13, 2002

8100.4 Parliamentary Procedure

Sturgis's Standard Code of Parliamentary Procedure shall govern the parliamentary procedures of the Board.

Steps based on the Sturgis for a motion presented to the Board:

- A. Member makes the motion;
- B. Motion is restated by the Chair at the request of a member or at the discretion of the Chair;
- C. Discussion of motion pending;
- D. Motion to be restated by the Chair at the request of a member or at the discretion of the Chair; and
- E. Board votes; ayes, nays and abstentions shall be recorded in the minutes.

Adopted June 14, 1984; Revised December 14, 1989; Last Reviewed June 13, 2002

8100.5 Quorum

A quorum consists of three members of the Board. An affirmative vote by a majority of the members present and voting is required to approve any action. Also refer to Policy No. 7060.1 (Contracts and Agreements - Approval)

The Chair shall, after calling the meeting to order, recognize the arrival or departure of any Board member before adjournment. This information shall be included in the minutes of that meeting.

Adopted June 14, 1984; Revised September 10, 1992; Revised December 11, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

8200.0 Presenting Matters to the Board

8200.1 Agendas

- A. Every Trustee, staff member and committee member of Palos Verdes Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a Board meeting, shall notify the District Director of the fact in writing before 12:00 noon on the Thursday of the week preceding the day of such regular Board meeting. The District Director and the President of the Board shall determine which of such items, other than those requested by a Trustee, are to be placed on the agenda. All items requested to be placed on an agenda by a Trustee shall appear on the agenda, except that the District Director shall place no item on the agenda, including those requested by a member of the Board, without a brief general description of the item for inclusion in the agenda.
- B. The District Director shall prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than noon on the Saturday preceding the meeting. Other groups such as the Peninsula Friends of the Library, League of Women Voters', MCLS System Advisory Board representatives and the local press receive the agenda and the minutes. The Agenda shall be prominently displayed at the Board meeting. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and a copy thereof shall be posted on a business day at least seventy-two (72) hours before the meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.
- C. No matters other than those on the agenda shall be acted upon by the Board; provided, however, that the Board may take action on a matter not appearing on the posted agenda (1) upon a determination by a majority vote that an emergency situation exists, as defined in Government Code Section 54956.5; or (2) upon a determination by a two-thirds (2/3) vote of the Board, or if less than two-thirds (2/3) of the members are present, a unanimous vote of the members present, that the need to take action arose subsequent to the posting of the agenda for the meeting and is time critical per Government Code Section 54956.5. No action will be taken on agenda items for which there are review attachments unless the attachments have been provided to each Trustee at least 24 hours prior to the Board meeting. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.
- D. Any Trustee may remove an item from the agenda, except an item specifically requested by another Trustee, by placing written notice in the office of the Director prior to 10:00 a.m. on the Monday preceding the Board meeting. The President may thereafter have the matter included on the agenda by requesting the District Director prior to 3:00 p.m. on the Monday preceding the meeting to include said item on the agenda. No item may be removed from the agenda after 3:00 p.m. on the Monday preceding the meeting except by a vote or consent of the Board at the meeting for which the agenda was prepared.
- E. On every regular Board meeting agenda, there shall be a section entitled "Agenda Additions Pursuant to Agenda Item 4 Adoption of Agenda". Any Trustee may add an item to this section for information purposes. There will be no discussion or action taken on these items.

- F. Any Trustee may add an item at the time of the Board meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

Approved October 8, 1982; Revised June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Revised October 12, 1995; Revised December 12, 1996; Revised December 11, 1997; Last Reviewed June 13, 2002

8200.2 Order of Business

The order of business as set forth in the Agenda may be adjusted during the meeting with the approval of the Board members. As a permanent agenda item following the Consent Calendar, there will be an opportunity for communication and comments from the public concerning items not on the agenda.

Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Last Reviewed June 13, 2002

8200.3 Minutes

Minutes of Board meetings are a matter of public record. The most recent Minutes shall be displayed in each District library for the benefit of the public and the staff. The official written Minutes are filed in the Office of the Director and are available for public inspection and review during normal business hours.

Audiotapes and videotapes of Board meetings are not considered official records and are kept for the convenience of the Board Secretary for a period of six months.

Approved October 8, 1982; Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Revised November 9, 1995; Revised December 11, 1997; Last Reviewed June 13, 2002; Revised January 9, 2003

8200.4 Agenda Items from the Public

Members of the public wishing to place an item on the agenda should send a written request to the District Director dealing with the subject and the reasons for the request. The Director will review the request with the Board President, who then decides whether and how the subject will be placed on the agenda of a future meeting.

Adopted July 8, 1993; Revised December 11, 1997; Last Reviewed June 13, 2002

8200.5 Adequate Information to Precede Action

Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating information any person requests the Board to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision. All budget considerations shall be presented by the second reading so the Board can give each item adequate consideration.

Adopted June 14, 1984; Last Reviewed September 8, 1994; Revised December 11, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

8200.6 Trustee Suggestions

Trustee suggestions for library services and operations should be referred to the District Director for evaluation as part of the District's total programs prior to final Board consideration.

Adopted June 14, 1984; Revised December 11, 1997; Last Reviewed June 13, 2002

8200.7 Official Reports

Whenever a Board member attends a meeting as an official representative of the Board or District, a written or oral report should be made available to the other Board members.

Adopted June 14, 1984; Last Reviewed June 13, 2002

8200.8 Guidelines for Addressing the Board of Trustees by Members of the Public

At each regular meeting, time is set aside for oral communications from the public. Members of the audience may speak on any District-related subject which is not included on the agenda under the agenda item "Communication and Comments from the Public Concerning Items Not on the Agenda."

Later, when each agenda item comes before the Board, the President (or Chair) will invite those who have filled out request cards to speak on that item after comments from staff and the Board.

The Board recognizes its responsibility to openness in governing and the importance of public input. However, in order to conduct its business in an orderly and efficient manner, the Board will require reasonable policies regarding public presentations to the Board.

- A. Those wishing to address the Board are requested to fill out a request card for each agenda item or topic they wish to speak on and hand it to an appropriate staff member.
- B. When called to speak, speakers should go to the microphone and are requested to identify themselves by name and give their city of residence.
- C. Remarks shall be limited to three minutes per person and to twelve minutes per topic. This applies to both non-agenda and agenda items.
- D. All remarks are to be directed to the Chair. Dialogue between members of the public and between the public and Trustees is not permitted. Board members may briefly respond to comments or questions from the public.
- E. Remarks by any person addressing the Chair which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the District, any member of the Board, or any other individual, shall not be permitted. The Board cannot prohibit public criticism of policies, procedures, programs or services of the District or the acts or omissions of the Board itself. (Gov. Code 54954.3(c)) (The law provides no immunity for defamatory statements.)
- F. The Chair shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.
- G. Persistent violations of these rules shall be grounds for termination by the Chair of the person's privilege of addressing the Board.

Adopted July 8, 1993; Revised August 8, 1996; Revised June 12, 1997; Last Reviewed June 13, 2002; Revised January 13, 2005

8200.9 Agenda Attachments

All items indicated as attachments to the agenda for any items to be considered by the Board will be available at least 72 hours prior to the commencement of the meeting at which Board deliberation is required, and when possible, at the time of agenda distribution. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

Adopted September 8, 1994; Last Reviewed June 13, 2002

8210.0 Correspondence

Board members, acting in their capacity as an officer, committee chair, or liaison, may issue correspondence on District letterhead stationery as it relates to the office, committee, or liaison function. Board members shall provide a copy to the Director for file and distribution to the Board as required. Correspondence representing or advocating a District position on an issue (e.g., ballot measure) require prior Board approval.

Adopted June 14, 1984; Revised August 10, 2000; Last Reviewed June 13, 2002

8220.0 Access to Facilities

Board members may request keys to District facilities. Keys are considered the property of the Palos Verdes Library District and shall be returned to the District when the Trustee retires from the Board.

Adopted June 14, 1984; Last Reviewed June 13, 2002

8230.0 Awards and Honors Policy

The Board of Trustees will honor and recognize people from the community and the faithful service of the staff by presenting to the honorees a Certificate of Recognition and selecting from or adding an appropriate item to the collection with an appropriate bookplate in his/her honor.

Adopted June 14, 1984; Revised November 12, 1987; Revised December 13, 1990; Last Reviewed June 13, 2002

8230.1 Staff Recognition Policy

The Board will honor staff by:

- A. designating the November Board Meeting each year as "Staff Recognition Night",
- B. sending invitations in October to appropriate honorees to attend this Recognition Night,
- C. presenting a Certificate of Recognition upon completion of:
 - 10 years employment
 - 15 years employment
 - 20 years employment
 - 25 years employment
 - 30 years employment
- D. placing proper notice of these awards in the minutes of the meeting, and
- E. releasing suitable publicity to local media.

Adopted June 14, 1984; Revised November 12, 1987; Revised December 13, 1990; Last Reviewed June 13, 2002

8230.2 District Volunteers

Acting upon recommendations submitted by the Director, the Board will recognize volunteers who have contributed significant hours of service to the District by selecting from or adding an appropriate item to the collection with an appropriate bookplate in their honor. Such recognition may be in the form of a memorial to recognize deceased volunteers.

Adopted June 14, 1984; Revised November 12, 1987; Revised December 13, 1990; Revised November 14, 1991; Revised November 12, 1998; Last Reviewed June 13, 2002

8230.3 Community Recognition

- A. The Board may from time to time honor and recognize individuals from both within and outside the community who have distinguished themselves by service to the Palos Verdes Library District by selecting a book from or adding a book to the collection with a special bookplate in honor of the awardee.
- B. The Board may from time to time honor and recognize individuals from both within and outside the community who have distinguished themselves in a manner not directly related to service to the Palos Verdes Library District by selecting a book from or adding a book to the collection with an appropriate bookplate in honor of the awardee.

Adopted November 12, 1987; Revised June 14, 1990; Revised May 10, 1990; Revised November 14, 1991; Last Reviewed June 13, 2002

8230.4 Board Procedures for Implementing Recognition of Persons Distinguishing Themselves

- A. Any Board Member may nominate an individual for consideration of an Award. Together with this nomination, the Board member shall recommend to the full Board a book be placed in the library's collection in honor of the nominee.
- B. In those cases where time is of the essence, the Director shall be provided with a memorandum instigating action for implementing Award recognition.

Adopted May 10, 1990; Revised September 8, 1994; Revised November 12, 1998; Last Reviewed June 13, 2002

8250.0 Benefit Affairs

Since the Board is concerned with the protection and promotion of the good will of the District, functions or activities held on behalf of the District shall be open to the public and require prior approval of the Board. No such function shall financially obligate the District. If District facilities are to be used, adequate insurance coverage must be provided by the sponsors.

Adopted June 14, 1984; Revised November 12, 1987; Last Reviewed June 13, 2002

8300.0 Communications

8300.1 Media Policy

A. Responsibility

1. The District's Director shall coordinate the release of information concerning the District and the actions of the Board of Trustees.
2. Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board unless such position was passed by a motion of the Board. In such a case, the motion should be quoted exactly. Individual Board members are encouraged to report all media contacts to the District's Director.

3. District employees and/or volunteers shall refer media inquiries to the District's Director. District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the District. District employees and/or volunteers should report all media contact to the District's Director.

B. Cooperation with Media

1. The District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.
2. Media representatives are encouraged to attend meetings of the Board of Library Trustees and its standing committees and will receive meeting announcements and agendas. Agenda packets will be supplied upon request.

C. Visits to District Facilities

1. When visiting District libraries in an official capacity, media representatives shall notify staff of their presence and activity. Staff so noticed shall inform the District's Director of the presence of media representatives at a District facility.
2. Media wishing to photograph District facilities shall adhere to guidelines set forth in Board Policy No. 6100.0 (Filming, Videotaping, and Still Photography on the District Property).

D. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold.

E. Confidentiality

The District shall not release information which is private or confidential as identified by law and Board policy.

Adopted July 26, 1995; Revised November 13, 1997; Last Reviewed June 13, 2002