

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, August 22, 2017, at 5:30 p.m.  
Blanchard Community Library, Hardison Room  
119 N. 8th St., Santa Paula, CA 93060.

## AGENDA

### A. CALL TO ORDER

### B. APPROVAL OF THE ORDER OF THE AGENDA

### C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

### D. CONSENT CALENDAR

- a. Approval of Minutes:
  - i. Regular Meeting of July 25, 2017

### E. REPORTS

- a. Financial Reports
- b. Friends of the Library

### F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

### G. OLD BUSINESS

- a. Chamber of Commerce Mixer (information, discussion, possible action)

### H. NEW BUSINESS

- a. Draft of Board Bylaws (information, discussion, possible action)
- b. Discussion Draft of Library Art Collecting Policy (information, discussion, possible action)

I. REPORTS (CONTINUED)

- a. Literacy Services
- b. Public Services
- c. District Director's Report
- d. Board Committees
  - i. Finance
  - ii. Human Resources
  - iii. Strategic Plan Teams
    - 1. Visioning/Strategic Plan
    - 2. Fundraising/Grants
    - 3. Volunteerism
    - 4. Community Connections
    - 5. Publicity/Public Relations
    - 6. Adult Programs
    - 7. Facilities
    - 8. Technology

J. FUTURE AGENDA ITEMS

K. UPCOMING MEETING DATES

September 26, 2017

L. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x102. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

REGULAR MEETING OF AUGUST 22, 2017  
D. CONSENT CALENDAR

1. Approval of the Minutes of the Regular Meeting of July 25, 2017

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 25, 2017**

**CALL TO ORDER**---The Meeting was called to order at 5:31 p.m. by Board Clerk Maureen Coughlin. Tim Hicks, Nancy Nasalroad, Laura Phillips, and Linda Spink were in attendance. District Director Ned Branch and Steve McFadden, C.P.A. were present. Board President Laura Phillips was absent.

**APPROVAL OF THE ORDER OF AGENDA**---The Order of the Agenda was unanimously approved ( Hicks/Nasalroad).

**PUBLIC COMMENT ON NON-AGENDA** - none.

**CONSENT CALENDAR**---The *Minutes* of the Regular Meeting of June 27, 2017, were unanimously approved as corrected (Hicks/Nasalroad).

**REPORTS**---Steve McFadden presented the *Financial Statements and Budget*. Mr. McFadden had been using the wrong Annual Budget since January. A 2016-17 schedule for the City Impact Fund was included. The Financial statements were unanimously received and filed ( Hicks/ Nasalroad). Mr. McFadden departed after the report. The *Friends* will feature a special on Adult Fiction at their August sale, and they will be sending trial book shipments to both Thrift Books and Better World books to see which is most profitable.

**BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS**--- Board Member Spink reported on a successful booth at the Art & Jazz Festival. Board Member Hicks reported that the Friends had gifted the Boys and Girls Club with many children's books, and that Linda Wilkinson is willing to bring books to more children's events.

**UNFINISHED BUSINESS**---The *Volunteer Coordinator Job Description* was unanimously accepted as written (Hicks/Nasalroad). The Board agreed unanimously to continue to have an *annual audit*, as opposed to biennial (Hicks/Nasalroad).

**NEW BUSINESS**---The Board unanimously approved the *Resolution establishing a Gann Spending Limit of \$809,697 for fiscal year 2017-2018* (Hicks/Nasalroad). The new limit must be approved every year. The Board discussed arrangements for the *September Chamber Mixer*.

**MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, July 25, 2017**

**REPORTS CONT.** --- The *BEST Adult Learning Center* Fall daytime ESL classes are filled to capacity with a waiting list. Robin Gillette is the new school district liaison. Tutors are encouraged to work on fulfilling the Learners' goals since the Literacy Program has no set curriculum. For *Public Services*, the Summer Reading Program wraps up next week, the library hosted a citizenship workshop, the SBA start up program is scheduled for August 8 with more programs to be scheduled as needed, and a program on the Eclipse will be held on August 7. The *District Director* reported that he will meet with Marilyn Appleby, then the staff, and then the Facilities Committee to discuss the facility proposals. The virtual reality computer is ready to roll in August, reserved for patrons over 13 years old. He will begin the process for RDIF tagging the collection in the Fall. The Friends will be asked to help pay for the equipment and some overdue culling will be undertaken at the same time. Director Branch will be attending the CIA conference and a Public Library Directors' forum in November.

*Strategic Plan Team Reports:* Under *Volunteerism*, the coordinator position is ready to be advertised at \$20 an hour for 15 hours a week. For *Community Connections*, a representative from Behavioral Health, soliciting innovative ideas, will use the Library as an information portal. Olivia Escoto will coordinate social media postings for *Publicity/Public Relations*, beginning in late August. The Optimists are planning on refurbishing the enclosed garden for *Facilities*, and under *Technology*, the high speed fiber is still ready and waiting to connect to the back bone at Cal Poly on August 25. This is the final project in the Strategic Plan for technology.

**FUTURE AGENDA ITEMS**---The Board agreed to include the following in future Agendas:  
By-Laws

**UPCOMING MEETING DATE**---The next Meeting will be on Tuesday, August 22, 2017, at 5:30 p.m.

**ADJOURNMENT**---There being no further business, the Regular Meeting was adjourned unanimously at 7:22 p.m. (Hicks/Nasalroad).



REGULAR MEETING OF AUGUST 22, 2017  
E(a).REPORTS: FINANCIAL REPORTS

1. Receive and file July 2017 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

BLANCHARD COMMUNITY LIBRARY  
FINANCIAL STATEMENTS  
and Supplementary Schedules

July 31, 2017



BLANCHARD COMMUNITY LIBRARY

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STEPHEN F MCFADDEN  
CERTIFIED PUBLIC ACCOUNTANT  
915 EAST MAIN STREET  
SUITE E-1  
SANTA PAULA CA 93060  
TELEPHONE 805-525-4494  
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ACCOUNTANTS COMPILATION REPORT

Board of Directors  
Blanchard Community Library  
Santa Paula CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of July 31, 2017 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements. My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the library's revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The supplementary schedules are included for additional analysis and clarity. I have compiled the supplementary schedules.

Stephen F. McFadden CPA  
August 15, 2017

BLANCHARD COMMUNITY LIBRARY

STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE

July 31, 2017

**ASSETS**

	<b>CURRENT ASSETS</b>	
CASH		\$ 1,621,522
PREPAID EXPENSES		12,286
TOTAL CURRENT ASSETS		<u>1,633,808</u>
FIXED ASSETS NET OF ACCUMULATED DEPRECIATION		<u>549,510</u>
<b>TOTAL ASSETS</b>		<u><u>\$ 2,183,318</u></u>

**LIABILITIES AND FUND BALANCES**

	<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	\$ 3,432	
ACCRUED PAYROLL EXPENSE	24,487	
TOTAL LIABILITIES		\$ 27,919
	<b>FUND BALANCES</b>	
GENERAL FUND	1,378,678	
FIXED ASSET FUND	549,510	
RESTRICTED FUNDS	227,211	
TOTAL FUND BALANCE		<u>2,155,399</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u><u>\$ 2,183,318</u></u>

# BLANCHARD COMMUNITY LIBRARY

## COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

FOR THE MONTH ENDED JULY 31, 2017

	JULY			YEAR TO DATE		
	MONTH ACTUAL	MONTH BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
REVENUE						
PROPERTY TAX	\$ 240,190	\$ 228,302		\$ 240,190	\$ 228,302	5.2%
LIBRARY OPERATIONS	1,146	417	174.82%	1,146	417	174.8%
DONATIONS	1,578	2,083	-24.24%	1,578	2,083	-24.2%
CLLS LITERACY	\$ -	\$ -				
	<u>\$ 242,914</u>	<u>\$ 230,802</u>	5.2%	<u>\$ 242,914</u>	<u>\$ 230,802</u>	5.2%
EXPENSES						
PERSONNEL	\$ 40,622	\$ 46,537	-12.7%	\$ 40,622	\$ 46,537	-12.7%
ADMINISTRATIVE	2,509	3,779	-33.6%	2,509	3,779	-33.6%
FACILITIES	6,376	6,205	2.8%	6,376	6,205	2.8%
OPERATIONS	20,708	21,628	-4.3%	20,708	21,628	-4.3%
	<u>\$ 70,215</u>	<u>\$ 78,149</u>	-10.2%	<u>\$ 70,215</u>	<u>\$ 78,149</u>	-10.2%
NET INCOME (LOSS)	<u>\$ 172,699</u>	<u>\$ 152,653</u>	13.1%	<u>\$ 172,699</u>	<u>\$ 152,653</u>	13.1%
EXTRAORDINARY INCOME (EXPENSES)						
ELECTION COSTS						
REIMBURSEMENT DIF		1,667			1,667	
INVESTMENT INTEREST						
CITY IMPACT						
LEGAL FEES						
INVESTIGATION						
NET AFTER EXTRAORDINARY ITEMS	<u>\$ 172,699</u>	<u>\$ 154,320</u>	11.9%	<u>\$ 172,699</u>	<u>\$ 154,320</u>	11.9%

SUPPLEMENTARY SCHEDULES

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF CASH BALANCES

July 31, 2017

COUNTY	\$ 1,018,861	
SANTA PAULA CITY	184,931	1
BLAKE	35,664	1
LITERACY	6,616	1
BOOK TRUST	14,047	
WELLS FARGO	357,935	
OTHERS	<u>3,468</u>	
<b>TOTAL CASH</b>	<b><u>\$ 1,621,522</u></b>	

BLANCHARD COMMUNITY LIBRARY  
COMPARATIVE  
STATEMENT OF REVENUE AND EXPENSE

FOR THE PERIOD ENDED

	7/31/16	7/31/17	YTD BUDGET	ANNUAL BUDGET
<b>REVENUE</b>				
PROPERTY TAX	\$ 228,000	\$ 240,190	\$ 228,302	\$ 740,132
LIBRARY OPERATIONS	2,749	1,146	417	5,000
DONATIONS	888	1,578	2,083	45,000
CLLS FLAIR				27,000
<b>TOTAL REVENUE</b>	<u>\$ 231,637</u>	<u>\$ 242,914</u>	<u>\$ 230,802</u>	<u>\$ 817,132</u>
<b>EXPENSES</b>				
PERSONNEL				
WAGES	28,423	29,244	31,886	407,333
RETIREMENT	1,322	4,456	4,548	56,141
HEALTH INSURANCE	5,233	4,446	5,688	68,250
PAYROLL TAX	2,301	2,375	2,723	33,866
EMPLOYEE BENEFIT	108	101	1,692	1,692
	<u>37,387</u>	<u>40,622</u>	<u>46,537</u>	<u>567,282</u>
ADMINISTRATIVE				
ADVERTISING			21	250
BANK CHARGES	24	24	33	400
INSURANCE	701	823	721	8,650
OFFICE EXPENSE	64	314	417	5,000
TELEPHONE	281	293	333	4,000
POSTAGE	50		29	350
PRINTING	89	106	225	2,700
PROFESSIONAL FEES	2,058	949	1,833	38,000
STAFF DEVELOPMENT			167	2,000
	<u>3,267</u>	<u>2,509</u>	<u>3,779</u>	<u>61,350</u>
FACILITIES				
BUILDING MAINTENANCE	678	1,501	1,167	14,000
JANITORIAL	670	670	675	8,100
UTILITIES	3,960	4,205	4,363	34,350
	<u>5,308</u>	<u>6,376</u>	<u>6,205</u>	<u>56,450</u>
OPERATIONS				
LIBRARY NETWORK	15,388	14,766	15,000	60,000
PUBLICITY	770	780	1,000	12,000
MEMBERSHIPS	509	522	250	3,000
ACQUISITIONS	256	1,143	2,083	30,000
PROGRAMS	3,535	2,919	2,519	30,230
MATERIALS				
COMPUTER SERVICE		20	400	4,800
BOOK BINDING			167	2,000
ADVERTISING	175	178		
TRAVEL	143	380	208	2,500
	<u>20,776</u>	<u>20,708</u>	<u>21,627</u>	<u>144,530</u>
<b>TOTAL EXPENSES</b>	<u>66,738</u>	<u>70,215</u>	<u>78,148</u>	<u>829,612</u>
<b>NET INCOME(LOSS)</b>	<u>\$ 164,899</u>	<u>\$ 172,699</u>	<u>\$ 152,654</u>	<u>\$ (12,480)</u>
<b>NON BUDGETED INCOME (EXPENSES)</b>				
INSURANCE				
ELECTION COSTS				
LEGAL				
REIMBURSEMENT DIF			1,667	20,000
INVESTMENT INTEREST				
CITY IMPACT				
<b>NET AFTER EXTRAORDINARY</b>	<u>\$ 164,899</u>	<u>\$ 172,699</u>	<u>\$ 154,321</u>	<u>\$ 7,520</u>

BLANCHARD COMMUNITY LIBRARY

SCHEDULE OF ACCOUNTS PAYABLE

July 31, 2017

FOTL		276
Credit Card		3,163
Others		<u>(7)</u>
Total		<u>\$ 3,432</u>



BLANCHARD COMMUNITY LIBRARY

CITY FUNDS TRANSACTION

	June 30, 2016	BALANCE	\$ 175,133.01
	TRANSACTIONS		
	INTEREST	276.73	
	INTEREST	249.90	
	INTEREST	258.06	
	MR 6847	2,014.00	
	MR 6891	2,014.00	
	MR 6921	4,028.00	
	MR 6940	4,028.00	
	MR 7181	2,014.00	
	MR 7187	2,014.00	
3.06.17	CHECK	(4,310.97)	
6.26.17	CHECK	<u>(2,691.96)</u>	
7.17.17	CHECK	(96.00)	
	TOTAL		<u>9,797.76</u>
			<u>\$ 184,930.77</u>
	BALANCE AT 7.31.17		

11:29 AM  
08/16/17

## Blanchard/Santa Paula Library District Deposit Detail July 2017

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		07/03/2017			1020.10 · Book Trust Account-Unrestricted		50.00
Sales Receipt	115A	07/03/2017	CDWFA Trust		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-50.00
TOTAL							-50.00
Deposit		07/03/2017			1020.10 · Book Trust Account-Unrestricted		240.00
					1499.10 · Undeposited Funds	General Fund	-227.75
					2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-12.00
					Over/Short	General Fund	-0.25
TOTAL							-240.00
Deposit		07/10/2017			1020.10 · Book Trust Account-Unrestricted		75.00
Sales Receipt	116A	07/10/2017	Charles Baker		1499.10 · Undeposited Funds	Miscellaneous Donations	-50.00
Sales Receipt	117A	07/10/2017	Professional Video Services...		1499.10 · Undeposited Funds	Miscellaneous Donations	-25.00
TOTAL							-75.00
Deposit		07/10/2017			1020.10 · Book Trust Account-Unrestricted		227.75
					2510 · Due to Friends of the Library (Money receiv...	General Fund	-182.75
					Fines	Friends of the Library	-45.00
TOTAL							-227.75
Deposit		07/17/2017			1020.40 · Teen SRP-Restricted		425.00
Sales Receipt	120A	07/17/2017	Linda & Norm Wilkinson:Te...		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-25.00
Sales Receipt	121A	07/17/2017	Santa Paula Super Store:Te...		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-100.00
Sales Receipt	122A	07/17/2017	Robert Hargarten:TeenSRP		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-50.00
Sales Receipt	123A	07/17/2017	Santa Clara Valley Knights:...		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-100.00
Sales Receipt	124A	07/17/2017	Mary & Richard Mah:Teen S...		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-50.00
Sales Receipt	125A	07/17/2017	Mary Alice Henderson:Teen ...		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-100.00
TOTAL							-425.00
Deposit		07/17/2017			1020.10 · Book Trust Account-Unrestricted		96.00
					1010.40 · Santa Paula City	Adult Books	-96.00
TOTAL							-96.00
Deposit		07/19/2017			1020.10 · Book Trust Account-Unrestricted		432.35
					Printing & Copying	General Fund	-432.35
TOTAL							-432.35

# Blanchard/Santa Paula Library District

## Deposit Detail

### July 2017

11:29 AM  
08/16/17

Type	Num	Date	Name	Memo	Account	Class	Amount
Deposit		07/19/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		123.35
				circulation desk week of 7/3/17	Fines	General Fund	-116.20
				circulation desk week of 7/3/17	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-7.00
				circulation desk week of 7/3/17	Over/Short	General Fund	-0.15
TOTAL							-123.35
Deposit		07/24/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		800.00
Sales Receipt	128A	07/12/2017	Santa Paula Rotary Club,Su...		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-500.00
Sales Receipt	129A	07/12/2017	Anita Pulido:Teen SRP		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-50.00
Sales Receipt	127A	07/17/2017	Limoneira		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-250.00
TOTAL							-800.00
Deposit		07/25/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		136.35
				Circulation Desk week of 7/10/17	Fines	General Fund	-133.35
				Circulation Desk week of 7/10/17	2510 · Due to Friends of the Library (Money receiv...	Friends of the Library	-2.50
				Circulation Desk week of 7/10/17	Over/Short	General Fund	-0.50
TOTAL							-136.35
Deposit		07/31/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		150.00
Sales Receipt	130A	07/26/2017	Scott Rushing:TeenSRP		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-50.00
Sales Receipt	131A	07/26/2017	Ellen Brokaw:Teen SRP		1499.10 · Undeposited Funds	Teen Programs:Teen Summer ...	-100.00
TOTAL							-150.00
Deposit		07/31/2017		Deposit	1020.10 · Book Trust Account-Unrestricted		37.42
				4th quarter credit card payments	Fines	General Fund	-37.42
TOTAL							-37.42
General Journal	AJE-19	07/31/2017		to write off stale dated checks	1020 · Book Trust Account		225.00
					Teen & YA Programs		-225.00
TOTAL							-225.00

**Blanchard/Santa Paula Library District**  
**Monthly Book Trust Check Detail**  
July 2017

Num	Date	Name	Memo	Account	Paid Amount
	07/31/2017		Service Charge	1020 · Book Trust Account	-3.00
			Service Charge	Bank Charges	-3.00
TOTAL					-3.00
EFT	07/03/2017	Blanchard Community Library	Funds transfer for payroll pay date 7/6/17	1020.10 · Book Trust Account-Unrestricted	-14,800.00
			Funds transfer for payroll pay date 7/6/17	1011.10 · Checking - Payroll (Checking Acco...	-14,800.00
TOTAL					-14,800.00
EFT	07/18/2017	Calif. Public Employees' Retire...	July health insurance	1020.10 · Book Trust Account-Unrestricted	-4,422.22
			July	PERS Group Health Insurance	-4,422.22
TOTAL					-4,422.22
EFT	07/18/2017	Calif. Public Employees' Retire...	PEPRA retirement contributions 6/18/17 to ...	1020.10 · Book Trust Account-Unrestricted	-729.77
			PEPRA retirement contributions	CALPERS (Payee Account - Employee Dedu...	-729.77
TOTAL					-729.77
EFT	07/18/2017	Calif. Public Employees' Retire...	Classis 817 contribution 6/18/17 to 7/1/17	1020.10 · Book Trust Account-Unrestricted	-551.89
			Classic 817 Contribution	CALPERS (Payee Account - Employee Dedu...	-551.89
TOTAL					-551.89
EFT	07/18/2017	Blanchard Community Library	Transfer funds for payroll pay date 7/20/17	1020.10 · Book Trust Account-Unrestricted	-15,250.00
			Transfer funds for payroll pay date 7/20/17	1011.10 · Checking - Payroll (Checking Acco...	-15,250.00
TOTAL					-15,250.00
EFT	07/18/2017	Calif. Public Employees' Retire...	Unfunded accrued liability PEPRA July paym...	1020.10 · Book Trust Account-Unrestricted	-43.57
			Unfunded accrued liability PEPRA July payment	PERS Retirement (Contribution Account - Re...	-43.57
TOTAL					-43.57
EFT	07/18/2017	Calif. Public Employees' Retire...	Unfunded accrued liability Classic 817 July ...	1020.10 · Book Trust Account-Unrestricted	-43.57

Blanchard/Santa Paula Library District  
 Monthly Book Trust Check Detail  
 July 2017

11:24 AM  
 08/16/17

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					
EFT	07/31/2017	Calif. Public Employees' Retire...	Interest on late health insurance payment	1020.10 · Book Trust Account-Unrestricted	
			Interest on late health insurance payment	PERS Group Health Insurance	-4.62
TOTAL					-4.62
10928	07/03/2017	Business Card	Credit Card Charges 5/17/17 to 6/16/17	1020.10 · Book Trust Account-Unrestricted	
5474...	07/03/2017		Credit Card Charges 5/17/17 to 6/16/17	Bank of America Platinum Plus	-2,737.69
TOTAL					-2,737.69
10929	07/03/2017	Castle Air	Cooling system service 6/22	1020.10 · Book Trust Account-Unrestricted	
Invoice...	07/01/2017		Cooling system service 6/22	HVAC Maintenance	-230.00
TOTAL					-230.00
10930	07/03/2017	Dan Crow	July 25, 2017 Summer Evening Program	1020.10 · Book Trust Account-Unrestricted	
Childr...	07/03/2017		July 25, 2017 Summer Evening Program	Children's Programs	-350.00
TOTAL					-350.00
10931	07/03/2017	David Cousin	August 1, 2017 Family Evening program	1020.10 · Book Trust Account-Unrestricted	
Juggl...	07/03/2017		August 1, 2017 Family Evening program	Children's Programs	-325.00
TOTAL					-325.00
10932	07/03/2017	Draganchuk	F6704	1020.10 · Book Trust Account-Unrestricted	
Invoice...	07/01/2017		Alarm monitoring 7/1/17 to 9/30/17	Security	-197.70
TOTAL					-197.70
10933	07/03/2017	Law Offices of Nancy Kierstyn ...	services provided on 6/6 & 6/7/17	1020.10 · Book Trust Account-Unrestricted	

Blanchard/Santa Paula Library District  
Monthly Book Trust Check Detail  
July 2017

Num	Date	Name	Memo	Account	Paid Amount
10934	07/03/2017	SDRMA		1020.10 · Book Trust Account-Unrestricted	
Invoinc...	07/01/2017		Liability insurance	1063.10 · Prepaid Expenses	-9,874.74
Invoinc...	07/01/2017			1063.10 · Prepaid Expenses	-1,217.46
TOTAL					-11,092.20
10935	07/03/2017	Shawn McMaster	July 11 Family Evening Program	1020.10 · Book Trust Account-Unrestricted	
Sum...	07/03/2017		July 11 Family Evening Program	Children's Programs	-300.00
TOTAL					-300.00
10936	07/03/2017	Sparkletts	Water service for June 2017	1020.10 · Book Trust Account-Unrestricted	
Inv 34...	07/01/2017		Water service for June 2017	Office Expense	-30.93
TOTAL					-30.93
10937	07/03/2017	Olivia O. Escoto		1020.10 · Book Trust Account-Unrestricted	
TOTAL				Travel	-80.25
10938	07/03/2017	J P Nightingale	Family Evening program July 18	1020.10 · Book Trust Account-Unrestricted	
TOTAL			Family Evening program July 18	Children's Programs	-400.00
10939	07/10/2017	Margarita Cancino	refund lost book fee - "The Talented Clemen...	1020.10 · Book Trust Account-Unrestricted	
TOTAL			refund lost book fee - "The Talented Clementine"	Fines	-10.00
10940	07/10/2017	Black Gold Cooperative Library...	Annual Movie Licensing 7/1/17 to 6/30/18	1020.10 · Book Trust Account-Unrestricted	
Invoinc...	07/10/2017		Annual Movie Licensing 7/1/17 to 6/30/18	Network Services	-317.91
TOTAL					-10.00

**Blanchard/Santa Paula Library District  
Monthly Book Trust Check Detail  
July 2017**

11:24 AM  
08/16/17

Num	Date	Name	Memo	Account	Paid Amount
Invoic...	07/10/2017		FY 2017-18 1st quarter billing	Network Services	-14,078.00
TOTAL					-14,395.91
10941	07/10/2017	City of Santa Paula (067000-00)	111-067000-00	1020.10 · Book Trust Account-Unrestricted	
Acct ...	07/10/2017		Water & Sewer Usage 5/24/17 to 6/24/17	Water and Sewer	-490.04
TOTAL					-490.04
10942	07/10/2017	City of Santa Paula (067500-00)	111-067500-00	1020.10 · Book Trust Account-Unrestricted	
111-0...	07/10/2017		Fire Service 5/24/17 to 6/24/17	Water and Sewer	-71.53
TOTAL					-71.53
10943	07/10/2017	Coleman Landscape	June Landscape Maintenance	1020.10 · Book Trust Account-Unrestricted	
Invoic...	07/10/2017		June Landscape Maintenance	Grounds Maintenance	-305.00
TOTAL					-305.00
10944	07/10/2017	Coverly Professional Services		1020.10 · Book Trust Account-Unrestricted	
Invoic...	07/10/2017			Promotion & Public Relations	-750.00
TOTAL					-750.00
10945	07/10/2017	Kelly Cleaning & Supplies	Janitorial Services for July	1020.10 · Book Trust Account-Unrestricted	
Invoic...	07/10/2017		Janitorial Services for July	Janitorial Services & Supplies	-670.00
TOTAL					-670.00
10946	07/10/2017	LAFCO		1020.10 · Book Trust Account-Unrestricted	
Appor...	07/10/2017			Memberships & Dues	-522.00
TOTAL					-522.00
10947	07/10/2017	Ned Branch	VOID:	1020.10 · Book Trust Account-Unrestricted	
TOTAL					0.00

Blanchard/Santa Paula Library District  
Monthly Book Trust Check Detail  
July 2017

Num	Date	Name	Memo	Account	Paid Amount
10948	07/10/2017	SoCalGas	Gas services 6/2/17 to 6/30/17	1020.10 · Book Trust Account-Unrestricted	-31.46
151 4...	07/10/2017		Gas services 6/2/17 to 6/30/17	Gas	-31.46
TOTAL					-31.46
10949	07/10/2017	Stephen McFadden CPA	Accounting services for June 2017	1020.10 · Book Trust Account-Unrestricted	-863.00
Invoice...	07/03/2017		Accounting services for June 2017	Accounting Fees (Outside (non-employee) ac...	-863.00
TOTAL					-863.00
10950	07/11/2017	Ned Branch	Monthly health insurance reimbursement	1020.10 · Book Trust Account-Unrestricted	-325.76
TOTAL	07/01/2017		Monthly health insurance reimbursement	PERS Group Health Insurance	-325.76
10951	07/17/2017	Barron's	Annual renewal	1020.10 · Book Trust Account-Unrestricted	-223.00
1105...	08/01/2017		Annual renewal	Periodicals	-223.00
TOTAL					-223.00
10952	07/17/2017	Black Gold Cooperative Library...	4th Qtr Reimbursable Billings	1020.10 · Book Trust Account-Unrestricted	-370.00
Invoice...	07/07/2017		4th Qtr Reimbursable Billings	Network Services	-370.00
TOTAL					-370.00
10953	07/17/2017	Castle Air		1020.10 · Book Trust Account-Unrestricted	-625.00
Invoice...	07/07/2017			HVAC Maintenance	-625.00
TOTAL					-625.00
10954	07/17/2017	Frontier Communications	Phone service 7/10/17 to 8/9/17	1020.10 · Book Trust Account-Unrestricted	-292.50
8055...	07/09/2017		Phone service 7/10/17 to 8/9/17	Telephone Expense	-292.50
TOTAL					-292.50
10955	07/17/2017	Ilene Gavenman		1020.10 · Book Trust Account-Unrestricted	



Blanchard/Santa Paula Library District  
 Monthly Book Trust Check Detail  
 July 2017

11:24 AM  
 08/16/17

Num	Date	Name	Memo	Account	Paid Amount
Milea...	07/07/2017			Travel	-79.83
Rele...	07/01/2017			Teen & YA Programs	-5.00
				Office Expense	-1.00
				Teen & YA Programs	-25.22
TOTAL					-111.05
10956	07/17/2017	Los Angeles Times	Six month subscription through 2/11/18	1020.10 · Book Trust Account-Unrestricted	
Acct ...	07/09/2017		Six month subscription through 2/11/18	Periodicals	-298.28
TOTAL					-298.28
10957	07/17/2017	Unique Management Services, I...	June Placements	1020.10 · Book Trust Account-Unrestricted	
Invoic...	07/01/2017		June Placements	Collection Services	-35.80
TOTAL					-35.80
10958	07/17/2017	Universalist Unitarian Church		1020.10 · Book Trust Account-Unrestricted	
5 Wis...	07/14/2017			Adult Programs	-15.00
TOTAL					-15.00
10959	07/17/2017	Western Exterminator Company		1020.10 · Book Trust Account-Unrestricted	
Cust ...	07/01/2017			Pest Control	-96.00
TOTAL					-96.00
10960	07/24/2017	Friends Of Blanchard Communi...	Books sold April - June 2017	1020.10 · Book Trust Account-Unrestricted	
Apr - ...	07/24/2017		Books sold April - June 2017	2510 · Due to Friends of the Library (Money r...	-223.00
TOTAL					-223.00
10961	07/24/2017	Ilene Gavenman	Teen summer reading program supplies	1020.10 · Book Trust Account-Unrestricted	
	07/20/2017		Teen summer reading program supplies	Teen & YA Programs	-316.09
TOTAL					-316.09

11:24 AM  
08/16/17

Blanchard/Santa Paula Library District  
Monthly Book Trust Check Detail  
July 2017

Num	Date	Name	Memo	Account	Paid Amount
10962	07/24/2017	Southern California Edison	Electricity usage 6/20/17 to 7/20/17	1020.10 · Book Trust Account-Unrestricted	-3,450.61
2-03-...	07/24/2017		Electricity usage 6/20/17 to 7/20/17	Electricity	-3,450.61
TOTAL					-3,450.61
10963	07/31/2017	Business Card	Credit Card Charges 6/17/17 to 7/16/17	1020.10 · Book Trust Account-Unrestricted	-1,563.33
TOTAL	07/31/2017		Credit Card Charges 6/17/17 to 7/16/17	Bank of America Platinum Plus	-1,563.33
10964	07/31/2017	Document Systems		1020.10 · Book Trust Account-Unrestricted	-64.78
Invoice...	07/20/2017		Admin copier for the period of 6/23/17 to 7/22/17	Printing	-41.08
Invoice...	07/25/2017		Front Area Copier for the period of 6/23/17 to 7...	Printing	-105.86
TOTAL					-161.18
10965	07/31/2017	Recology	4989	1020.10 · Book Trust Account-Unrestricted	-161.18
Invoice...	07/01/2017		Trash & recycle service for July 2017	Trash	-161.18
TOTAL					-161.18
10966	07/31/2017	Ventura County Star	VOID: 3005181	1020.10 · Book Trust Account-Unrestricted	0.00
TOTAL					0.00
10967	07/31/2017	Ventura County Star	3005181	1020.10 · Book Trust Account-Unrestricted	-244.55
Acct ...	07/28/2017		Subscription 6/26/17 to 7/31/18	Periodicals	-244.55
TOTAL					-244.55

REGULAR MEETING OF AUGUST 22, 2017

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

REGULAR MEETING OF AUGUST 22, 2017  
H(a). DRAFT OF BOARD BYLAWS

It is unclear whether the bylaws under which the Board has been operating were ever adopted by a previous Board. Those bylaws are also incomplete. Trustee Spink has created a draft of new bylaws, which has been edited by Director Branch. There are three attachments:

- A redline of the draft bylaws;
- A clean copy of the draft bylaws;
- A copy of Rosenberg's Rules of Order, to which reference is made in the draft.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

# Blanchard/Santa Paula ~~Public~~ Library District

## Bylaws of the Board of Trustees

### Article I: Name

This organization shall be called "Blanchard/Santa Paula ~~Public~~ Library District", also referred to as the "Blanchard Community Library", ~~existing by virtue of the provisions of Chapter 279 of the Laws of the State of California, and exercising the powers and authority and assuming the Laws of the State of California, and~~ exercising the powers and authority and assuming the responsibilities delegated to it under ~~the said statute and~~ Section 18449 of the Education Code.

### Article II: Purpose

The Library Board of Trustees (hereinafter "Board") shall represent the library interests of the citizens of the community by ensuring responsible management of resources to provide free library services within the Library District area. The Board shall support the Library's participation in resource sharing and networking on regional, state, national, and international levels. They shall also provide a public forum at ~~the the~~ Library Board meetings for the community to express its views regarding goals and operations of the Blanchard/Santa Paula ~~Public~~ Library District.

### Article III: Membership

Section 1: The Board shall consist of five elected members of the public with staggered four-year terms.

Sections 2: All members shall live within the geographic boundary of the ~~Santa Paula Unified School District.~~ Blanchard/Santa Paula Library District.

Section 3: The Board shall serve without compensation.

Section 4: The Board may declare, by majority vote, a position vacant for ~~any a~~ members of the Board who ~~have has been absent from three consecutive meetings or five meetings in a calendar year fail to discharge the duties of his or her office for a period of three consecutive months except when prevented by illness or any other reason permitted by law.~~

### Article IV: Duties

The Board shall:

~~The Board shall:~~

- a. Select and appoint a Library District Director who meets the established qualifications and who shall perform the duties noted in the District Director job description;
- b. Conduct an annual performance evaluation of the District Director;
- c. Review annually the Blanchard Community's Strategic Plan;
- d. Provide a public forum at the Board meetings for the community to express its views regarding goals and operations of the Blanchard Community Library;

**Article V: Officers and Elections**

- Section 1: The officers shall be a Board President and a Board Clerk, elected by voice vote or ballot from among elected Board members at their annual reorganization meeting to be held in December.
- Section 2: The officers remain in office for a term of one year or until their successors are duly elected.
- Section 3: Officers shall assume their positions at the conclusion of the meeting at which the election is completed.
- Section 4: 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 in accordance with the requirements of~~ Government Code section 1780.
- Section 5: Duties of the Board President:
- a. presides at all Board of Trustees meetings;
  - b. authorizes calls for any special meetings;
  - c. appoints all Board committees and may create ~~Ad Hoc~~ Ad Hoc committees to perform a specific task;
  - d. works closely with the Director to facilitate effective communication among the Board and community;
  - e. works with the Director in preparing the agenda for all Board of Trustees meetings;
  - f. shall have a vote in all proceedings of the Board of Trustees;
  - g. signs and executes all documents as authorized by the Board.
- Duties of the Board Clerk:
- a. in the absence or disability of the President, presides at regular meetings and assumes the duties of the President;
  - b. transcribes and/or authenticates the minutes of all regular and special meetings;
  - c. shall certify all District documents as may be required by law and shall sign with the President all official documents appropriate to conduct the District's business;
  - d. maintains Closed Sessions Minute Book.
- Section 6: Should the positions of District Director, President of the Board, or Clerk of the Board become vacant during a term, the Board members shall determine how best to proceed in filling the positions.

## Article VI: ~~Library Board Meetings~~

- Section 1: Regular meetings shall be held each month at an agreed upon date and time. Currently the date and time is the fourth Tuesday of the month at 5:30 at the Blanchard Community Library, unless otherwise changed by appropriate motion or resolution of the Board.
- Section 2: The annual reorganization meeting, which shall be for the purpose of the election of officers and other appropriate business, shall be held at the time of the regular meeting in December of each year.
- Section 3: If all necessary business cannot be concluded at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting shall be adjourned to a time and place specified before the close of the regular meeting.
- Section: 4 Seventy-two (72) hours notice shall be given for all regular meetings.
- Section 5: Special meetings may be called by the Board President, or a majority of the Board, or the District Director, providing that notice has been given to all Board members and the news media at least twenty-four (24) hours in advance of the special meeting.
- Section 6: ~~A quorum shall consist of a majority of the elected Board members present~~  
A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

## Article VII: Conduct of Business

- Section 1: ~~No All~~ business shall be transacted at any meeting of the Library Board ~~other than those matters named in the publicly posted agenda. shall be in conformance with the Ralph M Brown Act.~~
- Section 2: Any Board member may request that an item be included on the agenda. The Board President and the District Director shall set the agenda. The District Director shall issue an agenda of all regular and special meetings, which will be publicly posted on the Library's front door, posted on the Library's web site, and sent to list of people requesting notification of agendas. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location for the meeting.
- Section 3: All meetings shall be called to order by the Board President, or in the President's absence, by the Clerk of the Board, or any other Board member in attendance as designated.
- Section 4: The order of business for regular meetings shall include, but not be limited to, the following items.
- a. Call to order
  - b. Approval of the order of the agenda
  - c. Public comment
  - e.d. Closed session when applicable
  - d.e. Consent calendar

e.f. Reports (financial, Friends of the Library)

f.g. Board Comments/Concerns

g.h. Old business

h.i. New business

i.j. Reports continued: Literacy, Public Services, District Director, and Board Committees.

~~j. Closed session when applicable~~

k. Future agenda items

l. Upcoming meeting dates

Section 5: An affirmative vote of the majority of all members of the Board present (~~quorum~~) at the time shall be necessary to approve any action before them. The Board President or any member of the Board may call for a roll call vote or qualified ballot vote. Unless such a vote is called for, action may be taken by voice vote.

Section 6: The Board President shall vote on all matters and shall have the right to surrender the position temporarily for purposes of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Board, and only as approved by a majority vote of ~~at least three Board membersthe trustees~~ voting.

Section 8: Meetings shall be conducted according to Rosenberg's Rules of Order.

Section ~~98~~: The District Director receives direction from the Board as a whole and not from individual members.

#### Article VIII: District Director and Staff

Section 1: The District Director shall be executive and administrative officer of the library on behalf of the Board and shall be subject to its review and direction.

Section 2: The District Director shall develop and recommend proposals and actions to the Board as needed for the enhancement of library services to the community.

Section 3: The District Director shall be responsible to the Board for all duties as stated in the Director's job description.

Section 4: The District Director shall have the authority to appoint and terminate all employees, without prior approval of the Board, provided that any such appointment or termination shall be reported to the Board at its next regular meeting.

#### Article IX: Committees

Section 1: The Board President shall appoint committees of one or two Board members for such specific purposes the Board may require from time to time or on an ongoing basis. The committee may be discharged or replaced at any given time, but generally during the reorganization meeting each December.

Section 2: All committees shall make a progress report to the Board at each of its meetings.

Section 3: No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.



## Article X: General

- Section 1: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment(s) shall have been provided to all members at least five days prior to the meeting at which such actions is proposed to be taken.
- Section 2: Authority rests with a majority decision of the Board. The majority is at least three out of five votes. The Board President nor any other Board member may assume this power.

# Blanchard/Santa Paula Library District

## Bylaws of the Board of Trustees

### Article I: Name

This organization shall be called “Blanchard/Santa Paula Library District”, also referred to as the “Blanchard Community Library,” exercising the powers and authority and assuming the responsibilities delegated to it under Section 18449 of the Education Code.

### Article II: Purpose

The Library Board of Trustees (hereinafter “Board”) shall represent the library interests of the citizens of the community by ensuring responsible management of resources to provide free library services within the Library District area. The Board shall support the Library’s participation in resource sharing and networking on regional, state, national, and international levels. They shall also provide a public forum at Library Board meetings for the community to express its views regarding goals and operations of the Blanchard/Santa Paula Library District.

### Article III: Membership

Section 1: The Board shall consist of five elected members of the public with staggered four-year terms.

Section 2: All members shall live within the geographic boundary of the Blanchard/Santa Paula Library District.

Section 3: The Board shall serve without compensation.

Section 4: The Board may declare, by majority vote, a position vacant for a member of the Board who has fail to discharge the duties of his or her office for a period of three consecutive months except when prevented by illness or any other reason permitted by law.

### Article IV: Duties

The Board shall:

- a. Select and appoint a Library District Director who meets the established qualifications and who shall perform the duties noted in the District Director job description;
- b. Conduct an annual performance evaluation of the District Director;
- c. Review annually the Blanchard Community’s Strategic Plan;
- d. Provide a public forum at the Board meetings for the community to express its views regarding goals and operations of the Blanchard Community Library;

### Article V: Officers and Elections

Section 1: The officers shall be a Board President and a Board Clerk, elected by voice vote or ballot from among elected Board members at their annual reorganization meeting to be held in December.

Section 2: The officers remain in office for a term of one year or until their successors are duly elected.

Section 3: Officers shall assume their positions at the conclusion of the meeting at which the election is completed.

Section 4: A resignation, death, or other cause creating a vacancy in one of the offices shall be filled in accordance with the requirements of Government Code section 1780.

Section 5: Duties of the Board President:

- a. presides at all Board of Trustees meetings;
- b. authorizes calls for any special meetings;
- c. appoints all Board committees and may create ad hoc committees to perform a specific task;
- d. works closely with the Director to facilitate effective communication among the Board and community;
- e. works with the Director in preparing the agenda for all Board of Trustees meetings;
- f. shall have a vote in all proceedings of the Board of Trustees;
- g. signs and executes all documents as authorized by the Board.

Duties of the Board Clerk:

- a. in the absence or disability of the President, presides at regular meetings and assumes the duties of the President;
- b. transcribes and/or authenticates the minutes of all regular and special meetings;
- c. shall certify all District documents as may be required by law and shall sign with the President all official documents appropriate to conduct the District's business;
- d. maintains Closed Sessions Minute Book.

Section 6: Should the positions of District Director, President of the Board, or Clerk of the Board become vacant during a term, the Board members shall determine how best to proceed in filling the positions.

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- Section 1: All business transacted at any meeting of the Library Board shall be in conformance with the Ralph M Brown Act.
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Director shall issue an agenda of all regular and special meetings, which will be publicly posted on the Library's front door, posted on the Library's web site, and sent to list of people requesting notification of agendas The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location for the meeting.

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- d. Closed session when applicable
- e. Consent calendar
- f. Reports (financial, Friends of the Library)
- g. Board Comments/Concerns
- h. Old business
- i. New business
- j. Reports continued: Literacy, Public Services, District Director, and Board Committees.
- k. Future agenda items
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Section 6: The Board President shall vote on all matters and shall have the right to surrender the position temporarily for purposes of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Board and only as approved by a majority vote of the trustees voting.

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Section 9: The District Director receives direction from the Board as a whole and not from individual members.

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## **Article IX: Committees**

- Section 1: The Board President shall appoint committees of one or two Board members for such specific purposes the Board may require from time to time or on an ongoing basis. The committee may be discharged or replaced at any given time, but generally during the reorganization meeting each December.
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- Section 1: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment(s) shall have been provided to all members at least five days prior to the meeting at which such actions is proposed to be taken.
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# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?  
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote? Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



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REGULAR MEETING OF AUGUST 22, 2017  
H(b). DISCUSSION DRAFT OF LIBRARY ART COLLECTING POLICY

A draft of the Collecting Policy of the Art Museum is attached for discussion. It has been somewhat edited for relevance to the library.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN
Coughlin					
Hicks					
Nasalroad					
Phillips					
Spink					

~~Santa Paula Art Museum~~Blanchard Community Library

Collecting Policy

Rev: 9/20/16

Scope:

The ~~Santa Paula Art Museum~~Blanchard Community Library (hereafter "~~Museum~~Library") actively encourages the donation of artworks and/or objects, documents, photographs, books, manuscript materials, and the fine and decorative arts which serve our mission to preserve and share the artistic heritage of Santa Paula and the Santa Clara Valley;<sup>1</sup> and which represents them in a suitable artistic manner regarding content and/or creation. The artistic significance of a donation or purchase is determined by its provenance, its physical condition and its association with an artistic period, event or individual – as well as its representation of our communities, and its artistic merit and congruity with our standing collections and its alignment with the ~~Museum~~Library mission.

Priority shall be given to the following when considering an acquisition:

- A. Items having a documented history of creation or use within the geographical boundaries of Santa Paula or Ventura County.
- B. Items from other geographical locations will be considered as they relate to the artistic heritage of Ventura County.

~~Santa Paula Art Museum~~Blanchard Community Library

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C. Items not necessarily of artistic importance to the county but deemed worthwhile to the collection will be considered by the Accessions Committee.

D. Other materials may be acquired when they are related to the purposes of the MuseumLibrary.

~~E. Additional to the above criteria, the following considerations will be given to the De Colores Collection:~~

~~—1. With styles, motifs, and content that reflect the local Hispanic/Latino experience;~~

~~—2. Items in the style of folk art and applied art specific to Hispanic/Latino traditions.~~

Policy:

- ~~1. Locating and acquiring collections for the Museum is the responsibility of the Board of Directors (hereafter "Board"), staff, and the general membership.~~The Accessions Committee is to recommend to the Board regarding acceptance or rejection of donations offered to the Museum, or the de-accession of materials owned by the Museum. The Accessions Committee will include one or more members of the Board. Use of an outside expert to resolve questions pertaining to particular donation(s) must be approved by the Board.

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2. Determination of the donation value is the responsibility of the donor.
3. Unless inconsistent with the terms of acquisition, the title to property acquired for purposes of the Museum Library rests with the Santa Paula Art Museum Blanchard Community Library. The Museum Library will take reasonable measures to provide for the preservation and/or conservation of all donated material, so long as the material remains in possession of the Museum Library.
4. Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use or future disposition.
5. Due to limited space and changing displays, the Museum Library does not, and cannot guarantee the exhibition of any particular object. Objects may be exhibited, reproduced, retained, loaned, traded, sold, or otherwise administered at the sole discretion of the Museum Library – except as otherwise agreed to in writing.
6. Exhibition items must relate to the Museum's Library's purposes and mission.
7. An approved registration system shall be followed by promptly recording all objects added to the Museum Library collections.

Acceptance of Items Left to the Museum:

~~Santa Paula Art Museum~~Blanchard Community Library

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Items left to the ~~Museum~~Library as the result of a will or bequest may be accepted or rejected. Upon learning that the ~~Museum~~Library is to become a beneficiary of an estate or trust, it should be determined by the Accessions Committee, in conjunction with the Board and ~~Museum~~Library Director, if the ~~Museum~~Library has a significant degree of interest in the potential gift. The possibility of the acceptance or rejection of a gift should be determined as quickly as possible to avoid any undue costs or inconvenience to the estate. Items left to the ~~Museum~~Library by an estate or trust are recorded on the Deed of Gift as other items, with the following exceptions:

- A. Gift from an estate: The donor signature line of the Deed of Gift is signed by the executor or other court-appointed personal representative of the deceased, and must include a copy of letters testamentary issued to the personal representative and/or an order of Preliminary or final Distribution directing the gift of property to the ~~Museum~~Library.
- B. Gift from a trust: The donor signature line on the Deed of Gift is signed by the actual trustee of the trust. A copy of the trust instrument, or that portion of the trust instrument that specifies who is acting as the trustee, must be obtained and must accompany the Deed of Gift.

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- C. In either case, if it is the MuseumLibrary's intention to accept the gift for the purpose of resale within a two-year period, the representative of the estate or the trustee should be informed of this intention and made aware that there may be tax implications.

Rejection of Gifts from an Estate or Trust:

California Probate Code Section 275 states, "A beneficiary may disclaim any interest, in whole or in part, by filing a disclaimer as provided in this part." If the MuseumLibrary determines that it will not be accepting a particular gift, the MuseumLibrary may be asked by the attorney for the trust or estate to sign a disclaimer. The disclaimer constitutes written evidence that a beneficiary if a trust has waived or relinquished its right to receive a gift. The actual preparation of the disclaimer document should be handled by the attorney representing the trust or the estate. California Probate Code Section 279 provides that a disclaimer shall be filed within a reasonable time after a person is able to disclaim acquired knowledge of an interest.

Process of De-Accession:

- A. The philosophy of the Santa Paula Art Museum Blanchard Community Library will discourage the process of de-accession except for compelling considerations. However, it is recognized

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that from time to time there is a need to de-accession certain items in the MuseumLibrary collection.

B. Basic considerations for determining whether or not an item may be removed from the collection of the MuseumLibrary include:

1. The item is no longer relevant or useful to the purposes of the MuseumLibrary.
2. The MuseumLibrary cannot properly care for or store the item.
3. There is no need to improve or strengthen another area of the collection.
4. Items outside the scope of the collection as stated on page 1 of this document, may be sold, traded, or even given to institutions that offer a more appropriate setting.

C. Methods of disposal shall be limited to one of the following categories listed in descending order of priority:

1. The item may be exchanged, donated or sold to another tax-exempt, public, or educational institution.
2. An item may be sold to a private or commercial collector.
3. Items will not be given or sold privately to ~~Santa Paula art~~ MuseumLibrary employees, officers, members of the governing authority, or to their families or representatives.

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4. An item may be destroyed if it is deemed to be in a state of advanced deterioration or contamination, if it cannot be exchanged, donated or sold.
- D. Funds realized from de-accessioned art or artifacts will be used for the purchase or preservation of other ~~art-work~~artwork or artifacts, preferably in the general category from which the funds were realized. The names of the original donors will be kept in permanent records of the ~~Museum~~Library or transferred to the records of art or materials so acquired.
- E. The following procedure will be followed in the de-accessioning of an item:
1. The ~~Museum~~Library ~~Director, with the approval of the Curator and/or Librarian,~~ may select items to be considered for de-accession. The ~~Curator of Collections~~Library ~~Director~~ shall review the Deed of Gift to determine if there are any restrictions on transfer of the item being considered. After it is determined that the ~~Museum~~Library holds clear title to the item, and the reason is given in writing for the de-accessioning request, ~~the Museum's Executive Director will be so informed,~~ and the item will be presented to the ~~Accessions Committee~~ Accessions Committee at a regular meeting for its consideration. The minutes of the meeting shall reflect the



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action taken with description of the item and method of disposal.

2. The Accessions Committee will recommend to the Board of Directors regarding action to be taken.
3. The Board of Directors will approve or disapprove the recommendation of the Accessions Committee and report its action to the Director or Librarian and the Accessions Committee Chair.
4. A record will be maintained of all de-accessioned items.
5. Governmental Regulations shall be observed.

REGULAR MEETING OF AUGUST 22, 2017  
I(a) REPORTS: LITERACY SERVICES

14. August, 2017

# **BEST** Adult Learning Center



## *Board Report for August, 2017*

Summer... School's been out! And since adult learners are often attached to school children, it's time for the Adult Learning Center to take a breathing spell, too. Our dear Olivia Castillo took her children to Michoacan for important family-building time, and I did the same in the California Sierras.

We were blessed with some fill-in help from Maria del Rosario Arana for 2 weeks, and with Ned's support, Maria will continue to fill-in a bit in the evenings in the coming year. Maria is one of our dear John Corona's "girls", and I'm sure most of you have seen them working together sometime over the last 6 years.



We will be continuing the collaboration with the School District (Santa Paula Adult School) and Neighborhood for Learning (First Five), to host two **Daytime ESL classes** (starting Monday, 21. August). We will begin with monies garnered last year, but more donations will be needed to continue the full program through to June. I've got work to do!

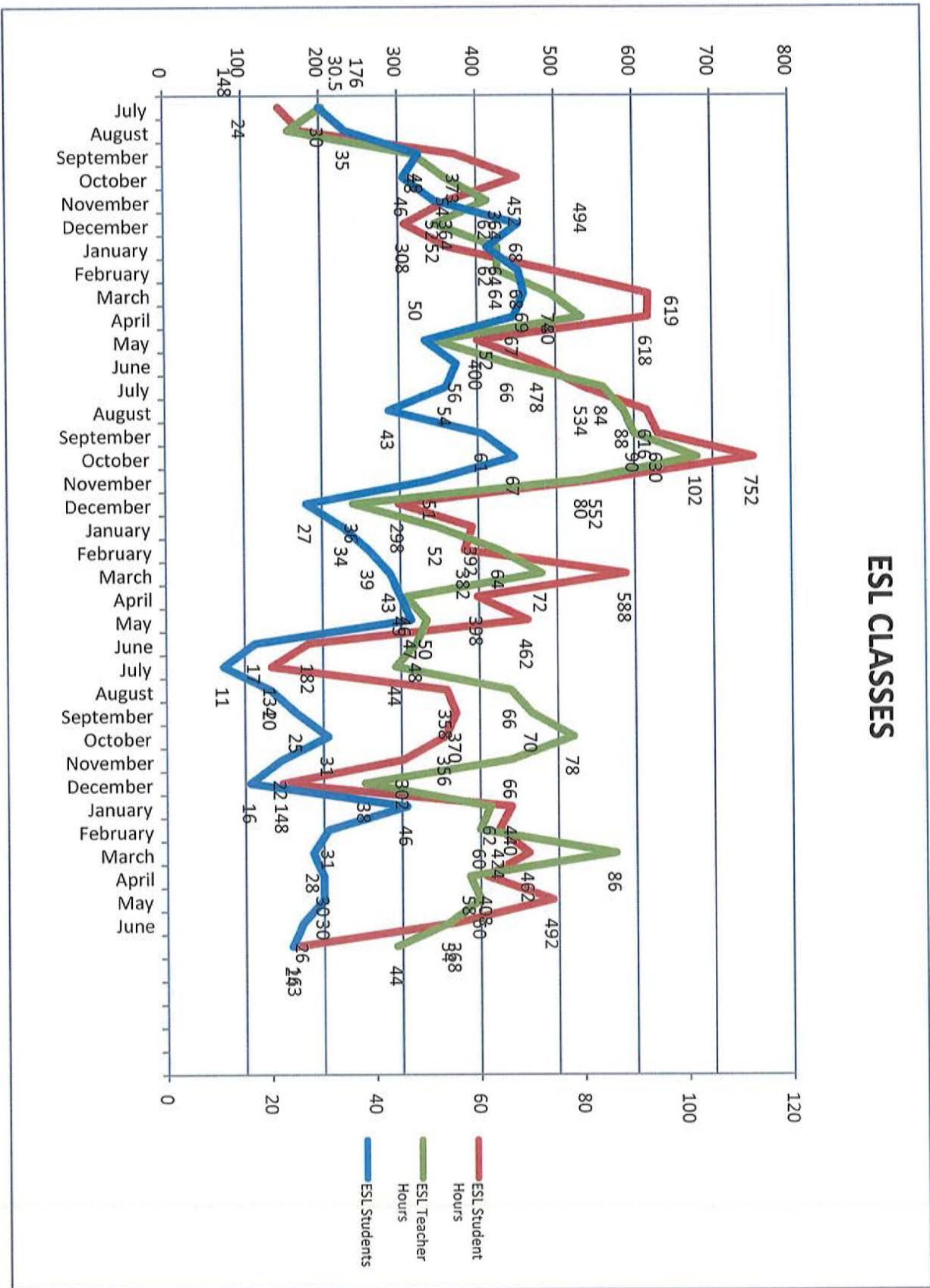
Olivia and Maria del Rosario have been calling through the sign-up lists for the classes, and we are logging in the call-backs this week. We've got 20-30 students so far, and a waiting list for those who have preschool children.

I've been reviewing the files of all those who have qualified for a tutor, and we have quite a back-log (a waitlist of 18-20). I am working at calling all our present tutors to see if any want a second student. And we will be hosting a New Tutor Training in September.

Meanwhile, we need to prepare our annual “Final Report” to California Library Literacy Services (CLLS), our main funding source! Olivia and I are working away to get that done before the end of the month. It’s going to be a challenge with everything else starting. FUN!



# ESL CLASSES



REGULAR MEETING OF AUGUST 22, 2017  
I(b) REPORTS: PUBLIC SERVICES

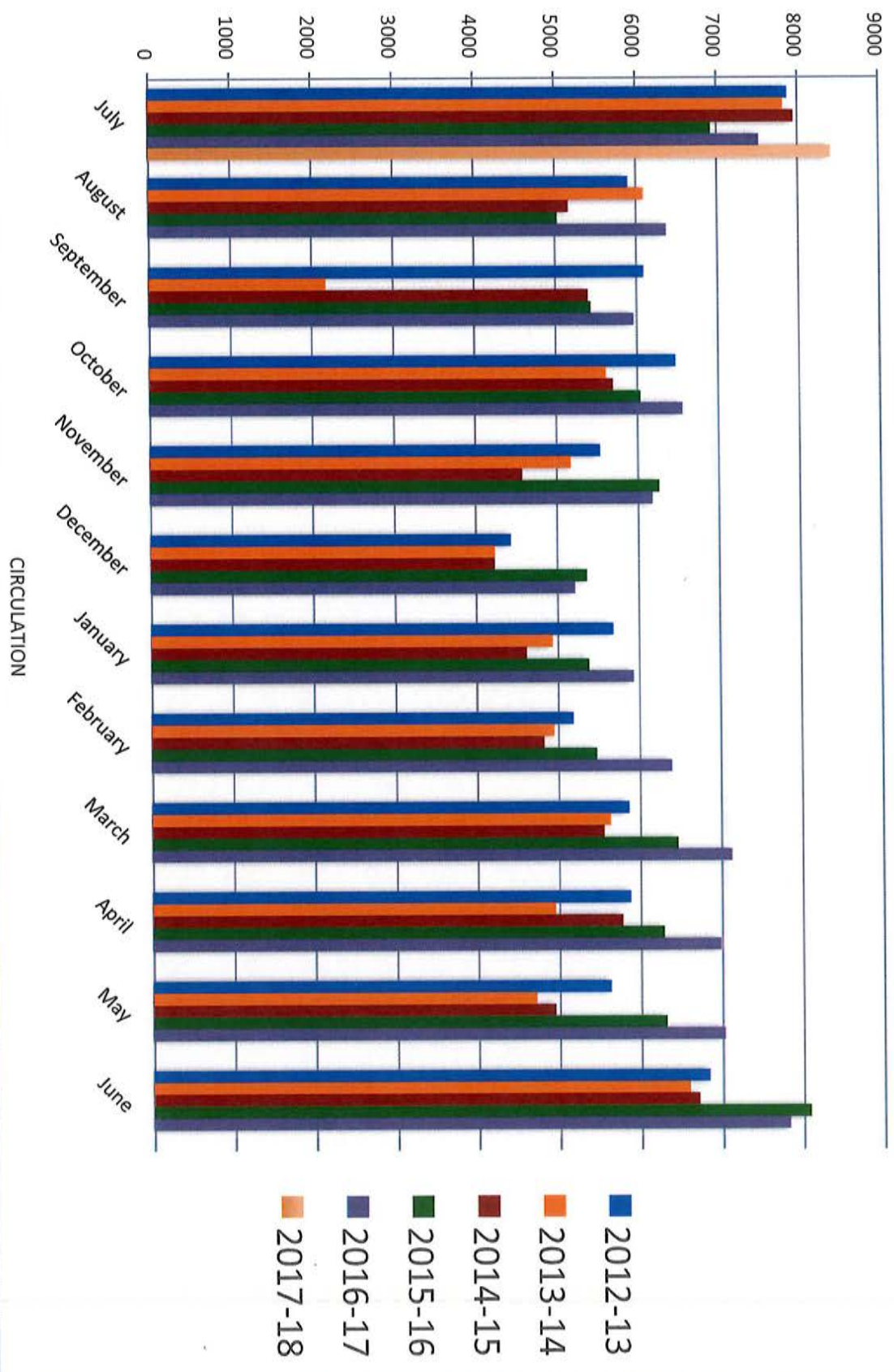




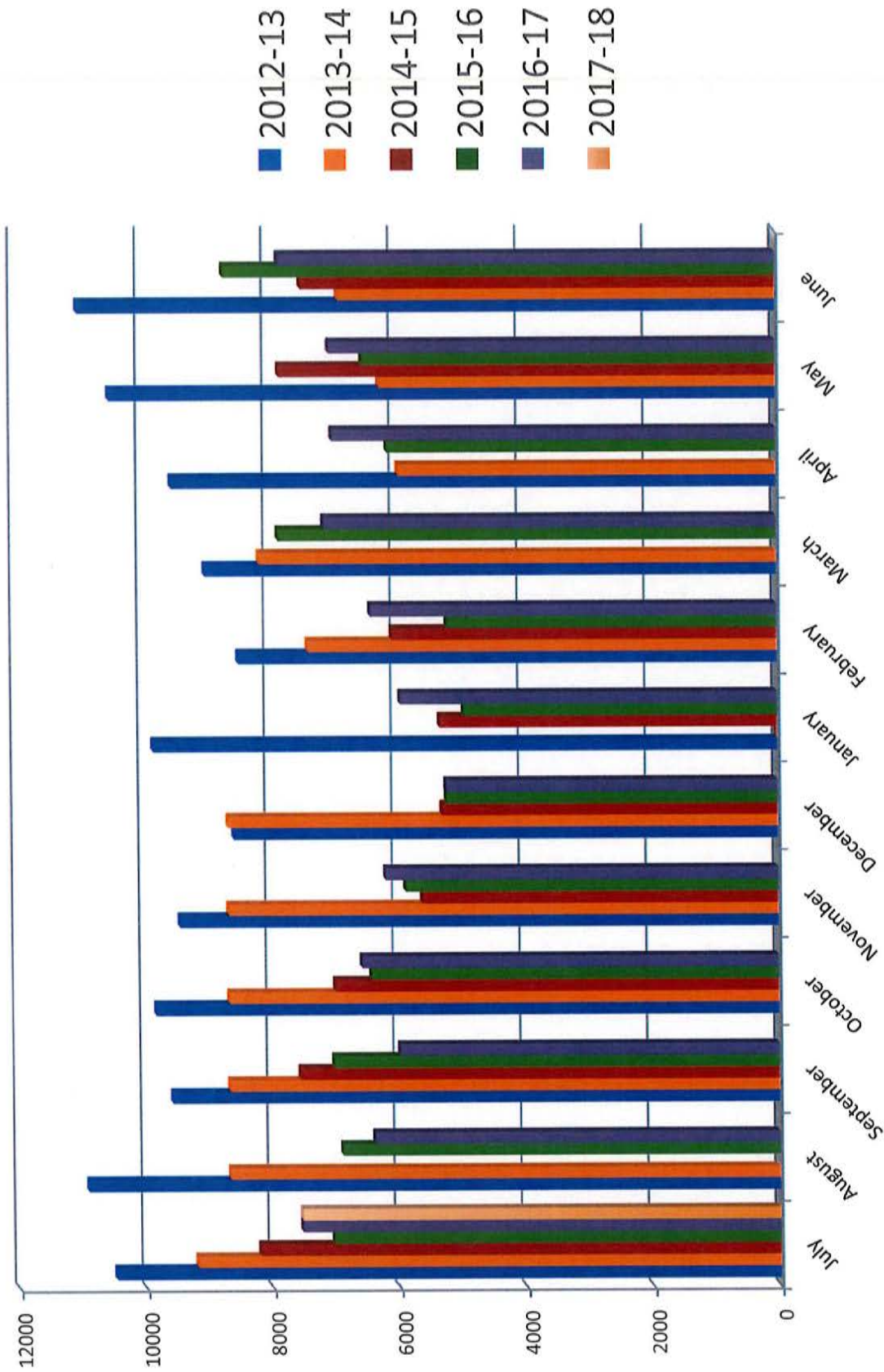
REGULAR MEETING OF AUGUST 22, 2017  
I(c) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Facilities Master Plan

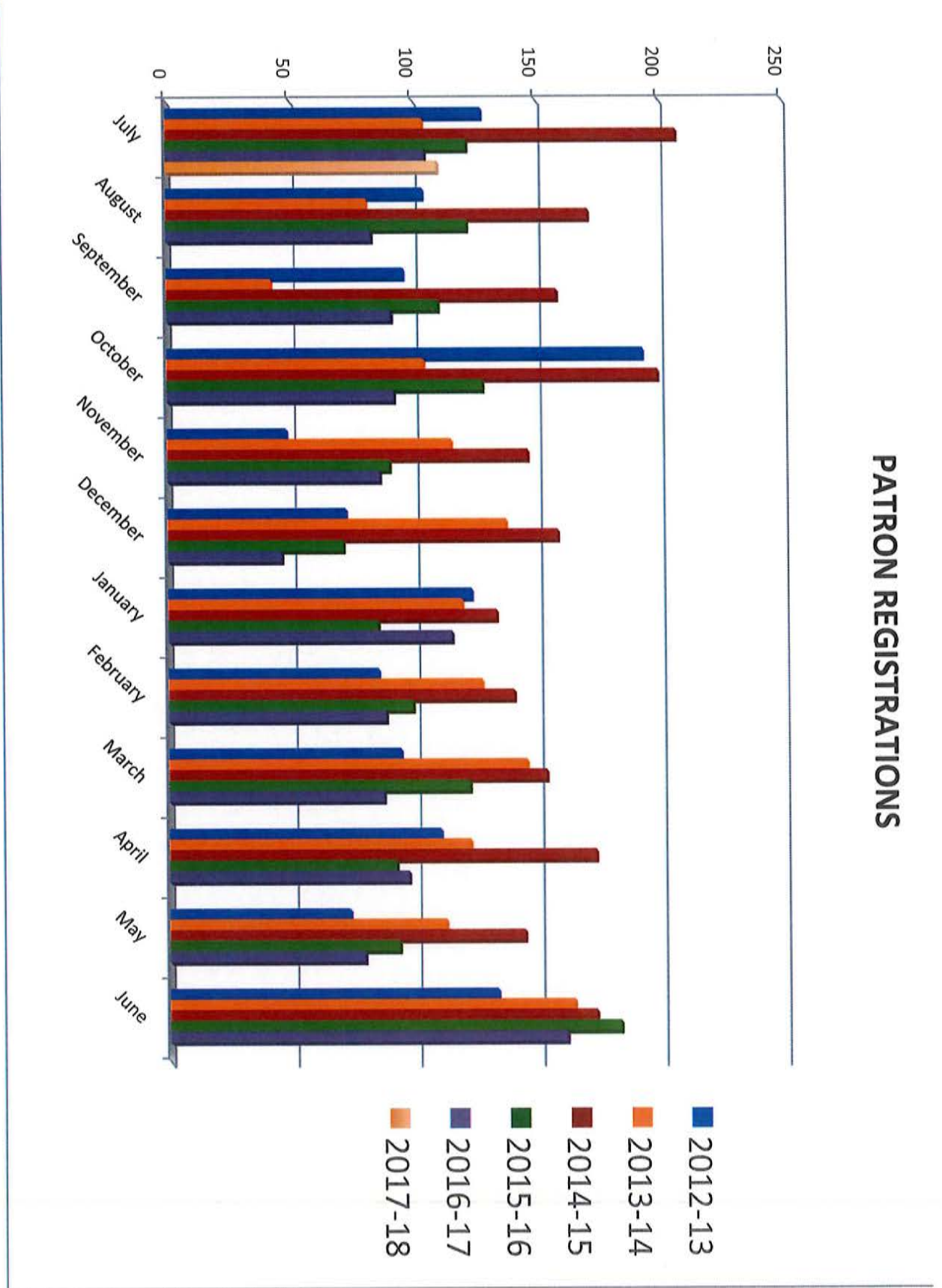
# TOTAL CIRCULATION



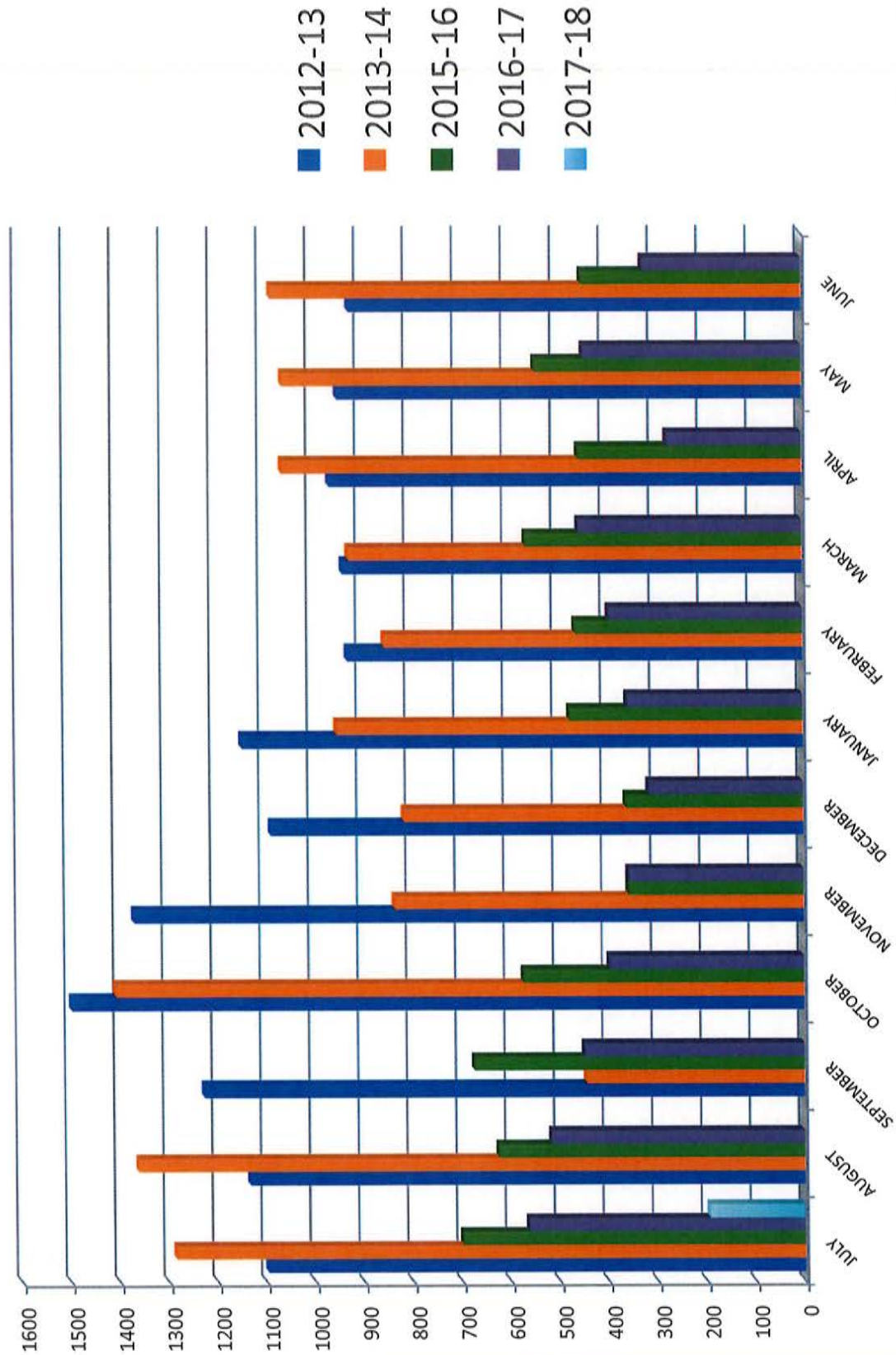
# PATRON COUNT



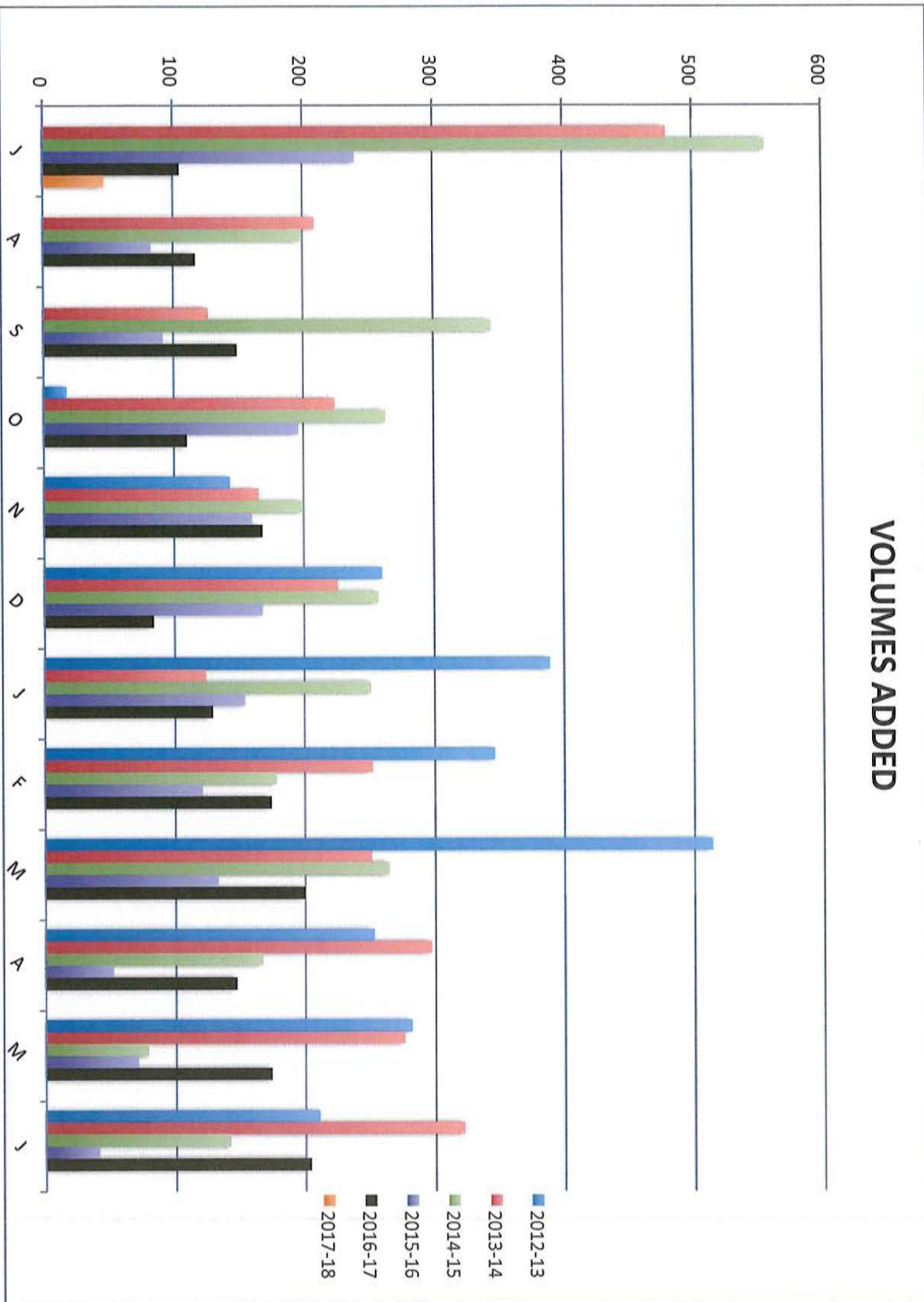
# PATRON REGISTRATIONS



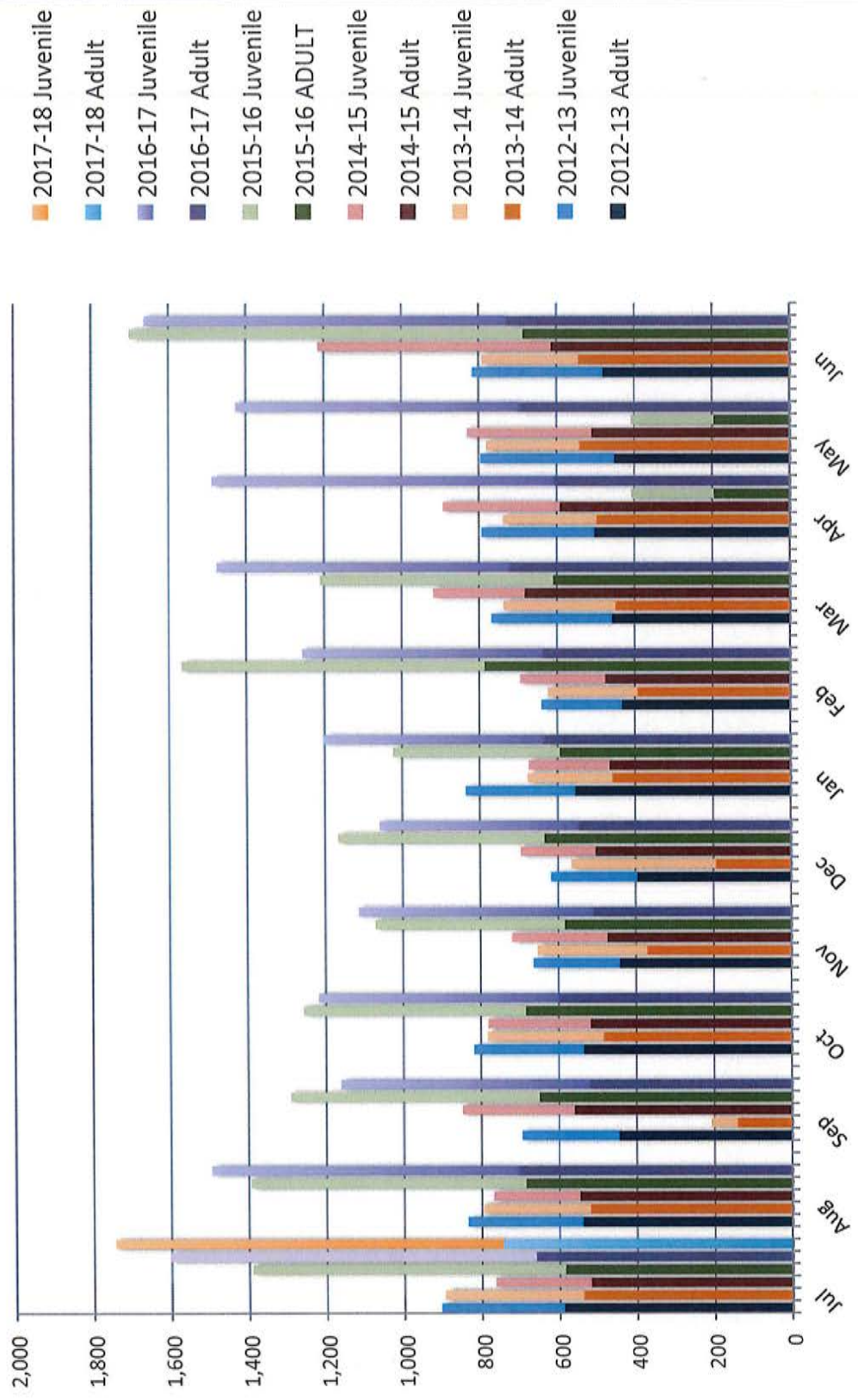
# REFERENCE INQUIRIES



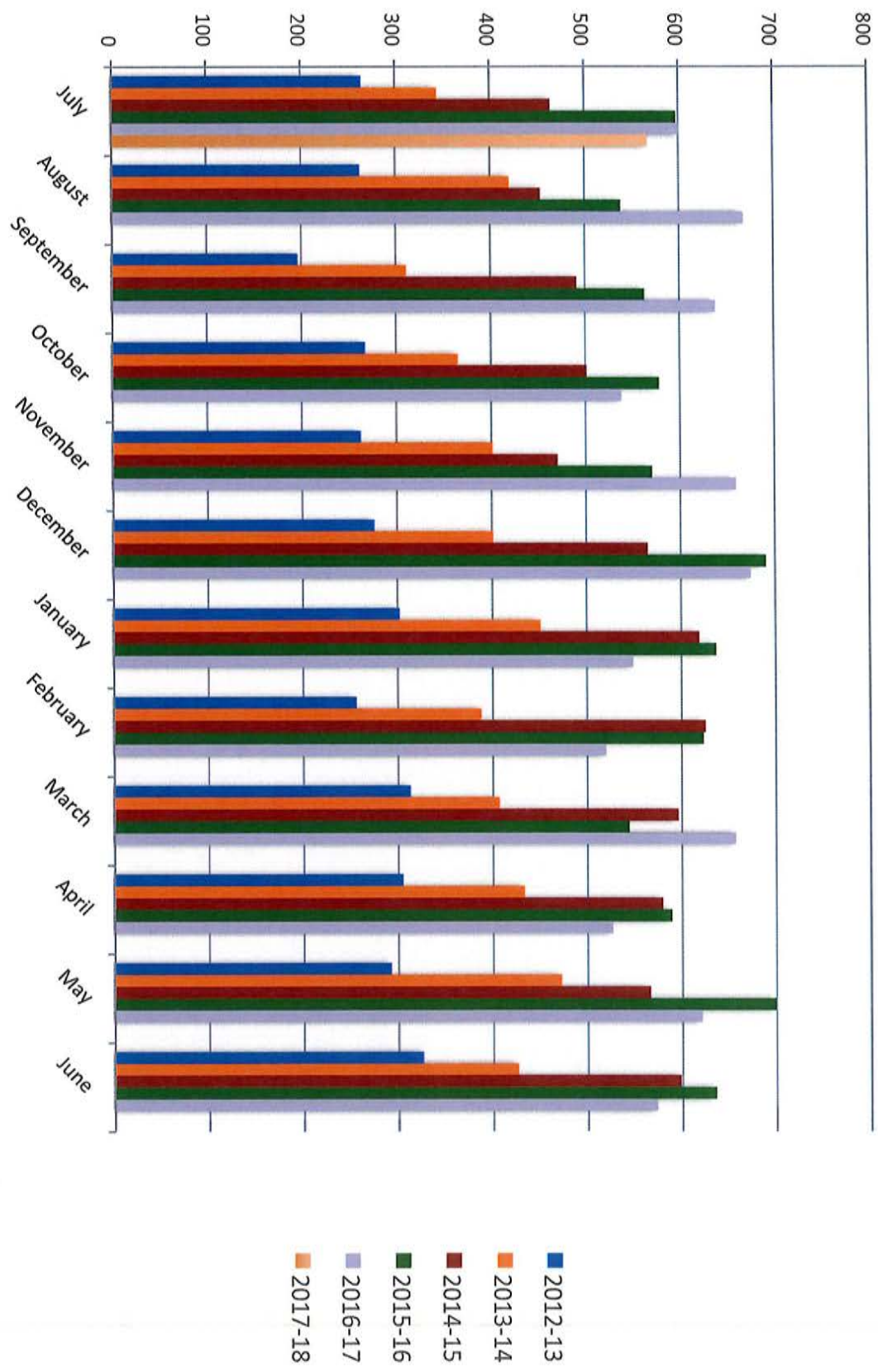
# VOLUMES ADDED



# COMPUTER USAGE



# eBOOK CIRCULATION





# HOOPLA

