



CITY *of* CALABASAS

LIBRARY COMMISSION AGENDA REPORT

DATE: APRIL 24, 2022
TO: LIBRARY COMMISSION
FROM: BARBARA LOCKWOOD, CITY LIBRARIAN *BL*
BY: SARAH ABDALI, EXECUTIVE ASSISTANT *SA*
SUBJECT: ADOPTION OF RESOLUTION
MEETING DATE: MAY 2, 2022

BACKGROUND:

The City Council adopted Resolution No. 2022-1769, Commission Procedures on Wednesday, March 23, 2022. This Resolution, among other things, establishes official meeting schedules for all Commissions and states that Commission meetings cannot start earlier than 6 pm (with the exception of the Planning Commission). To comply with the City's Municipal Code, each Commission will have to adopt a resolution establishing its official meeting schedule.

Education Code, Title 1, Division 1, Part 8, Chapter 1, Article 8, Section 12130 ARTICLE 8. LIBRARIES Sec. 18914, states that boards of library trustees shall meet not less than monthly at such times and places as they may fix by resolution.

DISCUSSION:

Pursuant to California State Education Code Section 18914, the Resolution to be adopted by the Library Commission should state that the Commission will be meeting not less than monthly. However, in the past, the Library Commission has had quarterly meetings in January, April, July and October of each year. Four meetings

per year have been sufficient to address the various needs of the Library. The Resolution to be adopted by the Library Commission needs to state that the Library Commission will be meeting monthly. We can cancel the other meetings if not needed. If the Commission does not meet on a scheduled day, a cancelation notice must be prepared and posted accordingly. If a Commission decides to meet on a non-scheduled day, the meeting becomes a special meeting.

In addition, we recommend that the meetings be changed from the first Monday of the month to the third Monday of the month so the meetings do not conflict with New Years and Fourth of July.

ACTION REQUIRED:

Commission members should vote to adopt the resolution.

ATTACHMENTS:

- a. Resolution No. 2022-1769, Commission Procedures
- b. Resolution on Library Commission Meeting Times