



Agenda Report

August 21, 2017

TO: Honorable Mayor and City Council

THROUGH: The Pasadena Library Commission

FROM: Department of Libraries and Information Services

**SUBJECT: LIBRARY COMMISSION AMENDMENTS TO BYLAWS TO ESTABLISH
A PROCESS FOR SETTING REGULAR MEETINGS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b)(3), the "General Rule" that CEQA only applies to projects that may have an effect on the environment; and
2. Approve the proposed amendments to the Pasadena Public Library Commission Bylaws.

BACKGROUND:

The Pasadena Library Commission met on June 21, 2017 to amend its bylaws. The amendments were all clean-up items that needed updating. Processes had changed over the years (meeting dates, meeting times, location, etc.); however, the bylaws had not changed.

With the approval of the proposed changes, the bylaws and Commission practice will be consistent and conform to actual practice. The City Attorney's office has reviewed and approved the changes as to form and legality. A red lined copy showing the proposed changes is attached. The proposed changes include:

1. Bylaw Date: The first sentence of the bylaws should be updated to the current date of changes. The bylaws should read, "The following rules and regulations were adopted by the Library Commission on June 21, 2017 and the City Board of Directors on August 21, 2017.

2. Article 1. Name: This should be changed to, "The name of this advisory body is the Library Commission (the 'Commission')."

3. ARTICLE V. MEETINGS – GENERAL RULES: SECTION 1. should read, "The Commission shall meet at least one time per month with the time and place of the regular meetings to be set by resolution of the Commission. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager."

4. ARTICLE VI. MEETINGS – SPECIAL RULES: SECTION 1. The language which states, "Scheduled meetings shall begin no later than 4:30 p.m. and adjourn by 6:30 p.m.," should be deleted.

The Library Commission voted to approve the bylaw modifications at the June 21, 2017 meeting. Library Commissioner Wendy Wang moved and Library Commissioner Arnold Siegel seconded to approve the modifications discussed at the May 17, 2017 meeting. The motion passed 7/0 with Commissioners Abrams and Bluestone absent.

FISCAL IMPACT:

None

Respectfully submitted,



MICHELLE PERERA
Director of Libraries
and Information Services

Prepared by:



Melissa Perez
Executive Assistant

Approved by:



STEVE MERMELL
City Manager

Attachments: (3)

Attachment A – Library Commission Bylaws

Attachment B – Library Commission Red Lined Bylaws

Attachment C – Executed June 21, 2017 Library Commission Meeting Minutes