

# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

## LIBRARY BOARD OF TRUSTEES AGENDA

Thursday, May 11, 2023, at 9:00 a.m.

Library Conference Room, 1000 Spring St., Paso Robles, CA 93446

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**CALL TO ORDER** (*President Gomez*)

**ROLL CALL** (*Rader*)

### GENERAL PUBLIC COMMENTS

This is the time the public may address the Committee on items within the Committee's purview but not scheduled on the agenda. **PLEASE BEGIN BY STATING YOUR NAME AND ADDRESS. EACH PERSON IS LIMITED TO 3 MINUTES.** Any person or subject requiring more than three minutes may be scheduled for a future meeting or referred to committee or staff. Those persons wishing to speak on any item scheduled on the agenda will be given an opportunity to do so at the time that item is being considered.

### AGENDA ITEMS TO BE DEFERRED

#### CONSENT (*Gomez*)

Items on the Consent Agenda are considered routine, and therefore do not require separate discussion. However, if discussion is necessary, or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by the Advisory members without removal from the Agenda.

1. Approval of Minutes from the March 9, 2023 Meeting (*Gomez*)

#### ROLL CALL VOTE

2. Council Meeting Highlights

March 7, 2023; March 21, 2023; April 4, 2024 City Council Meeting Highlights

#### RECEIVE AND FILE

### BUSINESS ITEMS

3. Introduction of New City Librarian (*Fortin*)

•The Community Services Director will introduce the new City Librarian, Eric Lashley.

4. Review of Library Board Bylaws (*Gomez*)

•Begin review of Library Board of Trustees Bylaws.

5. Advocacy Activities/Opportunities (*Gomez*)

• Board members will provide reports and comments on past and future advocacy activities and opportunities.

### **LIBRARY STAFF REPORT**

6. Eric Lashley, City Librarian

### **CITY COMMUNICATION REPORT**

7. Angelica Fortin, Community Services Director

### **COUNCILMEMBER REPORT**

8. Fred Strong, Councilman

### **TRUSTEE COMMENTS**

### **ATTACHMENTS**

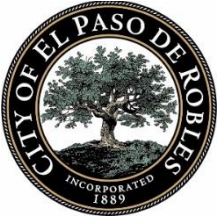
1. March 9, 2023 Minutes
2. March 7, 2023; March 21, 2023; April 4, 2023 City Council highlights
3. Bylaws of the Paso Robles City Library Board of Trustees

### **ADJOURNMENT**

### **ROLL CALL VOTE**

Next Regular Library Board of Trustees meeting – 9:00 a.m. on Thursday, June 8, 2023

Any writing or document pertaining to an open session item on this agenda, which is distributed to a majority of the Committee after the posting of this agenda, will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review at City Hall bulletin board and posted on the City's web site at <http://www.prcity.com.government/agenda-dir.asp>. All persons desiring to speak on an agenda item are asked to fill out Speaker Information Cards and place them at the staff table prior to public discussion of that item. Each individual speaker will be limited to a presentation total of three (3) minutes per item. **AMERICANS WITH DISABILITIES ACT.** Any individual, who because of a disability needs special assistance to attend or participate in this meeting, may request assistance by contacting the City Clerk's office (805) 237-3960. Whenever possible, requests should be made four (4) working days in advance of the meeting.



# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

## LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, March 9, 2023

Library Conference Room, 1000 Spring St, Paso Robles, CA 93446

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9:01 a.m. CALL TO ORDER (*President Gomez*)

ROLL CALL (*Rader*)

**Members Present:** Michael Miller, Marilu Gomez, Laurie Buchholz, Sharon Williams

**Absent:** Jacob Allred

**City Staff Present:** Angelica Fortin, Community Services Director; Don Rader, Administrative Assistant

**City Council Present:** Councilman Fred Strong

**GENERAL PUBLIC COMMENTS** - None

**AGENDA ITEMS TO BE DEFERRED** - None

**CONSENT** (*Gomez*)

Items on the Consent Agenda are considered routine, and therefore do not require separate discussion. However, if discussion is necessary, or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by the Advisory members without removal from the Agenda.

1. **Approval of Minutes from February 9, 2023 Meeting** (*Gomez*)

**ROLL CALL VOTE:** Motioned by Trustee Miller, seconded by Trustee Williams, passed unanimously to approve 4-0.

2. **Council Meeting Highlights** (*Gomez*)

January 31, 2022 City Council Meeting Highlights

**BUSINESS ITEMS**

3. **Black Gold Cooperative Library System Overview** (*Fortin*)

-The Community Services Director provided a presentation regarding Black Gold Cooperative Library System membership and benefits.

**CITY COMMUNICATION REPORT**

4. Angelica Fortin, Community Services Director

## **COUNCILMEMBER REPORT**

5. Councilman Fred Strong

## **TRUSTEE COMMENTS**

## **ATTACHMENTS**

1. February 9, 2023 Minutes
2. January 31, 2023 City Council highlights

**ADJOURNMENT** of the March 9, 2023 Regular Library Board of Trustees Meeting at 10:10 a.m. Motioned by Trustee Miller, seconded by Trustee Williams, and passed unanimously by voice vote to adjourn to the April 13, 2023 regular Library Board of Trustees meeting.

**THESE MINUTES ARE NOT OFFICIAL, NOR A PERMANENT PART OF THE RECORDS, UNTIL APPROVED BY THE LIBRARY BOARD OF TRUSTEES AT THEIR NEXT REGULAR MEETING.**

Any writing or document pertaining to an open session item on this agenda, which is distributed to a majority of the Committee after the posting of this agenda, will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review at City Hall bulletin board and posted on the City's web site at <http://www.prcity.com/government/agenda-dir.asp>. All persons desiring to speak on an agenda item are asked to fill out Speaker Information Cards and place them at the staff table prior to public discussion of that item. Each individual speaker will be limited to a presentation total of three (3) minutes per item. **AMERICANS WITH DISABILITIES ACT.** Any individual, who because of a disability needs special assistance to attend or participate in this meeting, may request assistance by contacting the City Clerk's office (805) 237-3960. Whenever possible, requests should be made four (4) working days in advance of the meeting.

BYLAWS  
OF THE CITY OF PASO ROBLES  
LIBRARY BOARD OF TRUSTEES

Article I  
Establishment

A free public library is hereby established in and for the City of El Paso de Robles in accordance with the provisions of Title 2, Chapter 2.12 of the Municipal Code of the City of El Paso de Robles. The Board of Trustees derives its general authority and powers under the Education Code Sections 18900-18965 of the Laws of the State of California. The Library Board of Trustees was created by law to act as a governing body of the library.

Article II  
Appointment and Terms (Municipal Code Section 2.12.020)

- A. A Board of Trustees, consisting of five members to be appointed by the city council, shall advise the city council and the city manager in the management of the public library. Said library trustees shall each hold office serving without compensation for a period and for terms set forth in the bylaws of the library board of trustees. The city council shall make all appointments to the board of trustees and the trustees shall serve at the pleasure of city council. All citizens and residents of the city shall be eligible for such appointment as well as up to two trustees from the county who in the judgment of the city council have special qualifications or experience relevant to services on the library board of trustees. Vacancies shall be filled by appointment for the unexpired term in the same manner as the full-term appointments are made.  
(Ord. No. 977 N.S. § 1, 1-3-2012)
- B. Said library trustees shall each hold office serving without compensation for a period of three consecutive years and serve no more than three consecutive terms.

Article III  
Meetings-Records (Municipal Code Section 2.12.030)

- A. The board of library trustees shall meet at least once a month, at such times and places as it may fix by resolution. Special meetings may be called at any time in conformance with requirements of state law, i.e., the Brown Act. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their number president, who shall serve for one year and until a successor is appointed, and in the president's absence, the board shall select a president pro tem. The board shall cause a proper record of its proceedings to be kept.  
(Ord. No. 977 N.S. § 1, 1-3-2012)
- B. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year (recommend deleting).

- C. The Board of Library Trustees shall elect a president, president pro tempore, and a secretary at the July meeting of each year. The president pro tempore shall serve as president in the absence of the president. In the absence of the secretary, the Board shall select one of the members to serve as secretary pro tempore.
- D. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, notify City Council of any vacancies on the Board, execute all documents authorized by the Board and cause an agenda to be prepared.
- E. The secretary shall keep a true and accurate account of all proceedings of the Board meetings, or cause the city librarian, who may be an ex-officio recording secretary, to keep the minutes and other records of the Board. The secretary may also write such correspondence as is necessary.

#### Article IV

##### Duties and Responsibilities (Municipal Code Section 2.12.040)

The duties and responsibilities of the board of library trustees include:

- (a) To advise the city council and city manager on those matters pertaining to the city library.
- (b) To know and interpret library services to the community and seek community involvement in and financial support of the library program.
- (c) To assist in the development of a program for the extension and improvement of library services, resources, and facilities.
- (d) To determine and set, with the assistance of the librarian, library rules, regulations and policies not otherwise within the purview of city council or city manager.
- (e) To annually review the proposed library budget before its submittal to the city council with the aim of assisting the city in providing the community with constantly improving library services.
- (f) To keep abreast of library trends and standards by participating in trustee's meetings and workshops in affiliation with the state and national associations.
- (g) To encourage the giving of bequests and gifts to, or for the benefit of, the library.
- (h) To be familiar with and be able to interpret local and state laws and actively support library legislation.
- (i) To do and perform any and all other acts and things necessary and proper to carry out the provisions of California Education Code Section 18900 and following, as may be requested by the city council.

(Ord. No. 977 N.S. § 1, 1-3-2012)

#### Article V

##### Librarian / Staff

- A. The librarian shall be appointed by the city manager in a manner consistent with established city personnel rules and regulations. The city manager shall, to the extent possible and practicable, consult with the Board before making any such appointment.
- B. The librarian shall be under the Director of the Community Services Department and is considered an ex-officio member of the Board. The librarian shall consult with the Board in relation to policy and operation of the library.
- C. The librarian shall select, train and supervise other employees of the library. The librarian shall be responsible for the proper direction and supervision of paid and volunteer staff, for the care and maintenance of the library property, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

#### ARTICLE VI

##### Committees

The President may appoint committees of one or more members for such specific purpose as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

#### ARTICLE VII

##### Amending or Revising By Laws

- A. These bylaws may be amended at a meeting of the Board where a quorum is present, by a majority of the members present, provided a written copy of the proposed amendment shall be mailed to all members at least ten days prior to the meeting at which such amendment is to be voted upon.
- B. The bylaws are not official until acted upon by the City Council.

#### ARTICLE XVIII

##### Authority

The Board of Trustees shall be considered an appointive body of Council and shall comply with all relevant provisions of State Law (e.g. Brown Act, Conflict of Interest, etc.). Board meetings shall be conducted in the same manner as for other advisory bodies.

Board Adoption 7/1/92

Revised 4/7/93 and 10/11/01 AND 2/14/19



**City Council Meeting Highlights  
from March 7, 2023**

At its March 7, 2023 meeting, Paso Robles City Council did the following:

**Received the following presentations:**

1. [On-Street Parking Implementation](#)
2. [Paso Robles Wine Country Alliance Update](#)
3. [California Department of Insurance Presentation](#)
4. [SLOCOG 2023 Regional Transportation Plan](#)

**Approved Community Development Block Grant (CDBG) allocations** in accordance with the City's one-year action plan. The CDBG Program provides is a federal program that provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

**Fiscal Year 2023 CDBG Allocations**

<b>Infrastructure</b>	Sidewalk and Ramp Infill Project (Riverside Avenue)	\$147,546
<b>Public services</b>	Peoples Self Help Housing – Supportive Housing	\$9,000
	5Cities Homeless Coalition – Homeless Services	\$6,000
	El Camino Homeless Organization – Homeless Services	\$5,000
	CAPSLO – Adult Day Care	\$14,049
<b>Administration</b>		\$15,889

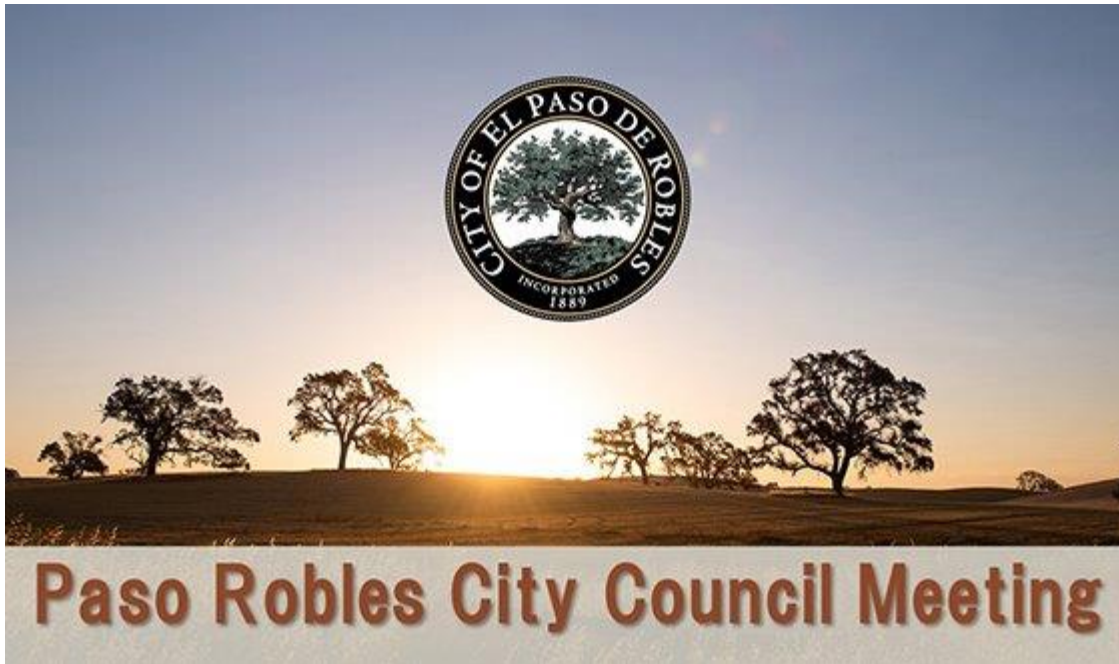


<b>Total</b>	<b>\$197,484</b>
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**Received a Legislative Update** from the City Attorney, including changes to the Brown Act and AB61 (teleconferencing rules), changes to laws around Conflicts and Campaign Contributions, and a number of Legal Alerts. [View the presentation.](#)

This is only a subset of the items on the agenda. [View the agenda](#), [view the YouTube session](#).

The next regular City Council meeting is on Tuesday, March 21, 2023 at 6:30 PM, in person and via livestream at [www.prcity.com/youtube](http://www.prcity.com/youtube). Public comment can be made during the meeting in person or by calling 805-865-PASO (7276) or provided prior to the meeting by emailing [cityclerk@prcity.com](mailto:cityclerk@prcity.com), after the agenda posts and prior to noon the day of the meeting.



### **City Council Meeting Highlights from March 21, 2023**

At its March 21, 2023 meeting, Paso Robles City Council did the following:

Read a proclamation for [2023 Education and Sharing Day](#)

Received an [update from Central Coast Community Energy](#) (3CE)

Received the [Fire Department Annual Report for 2022](#)

Approved an appeal to a Planning Commission decision for the [Thorndyke Business Park](#) on Wisteria Lane and Germaine Way. The approval allows future builders of park parcels to continue to get certain project approvals at the Design Review Committee level rather than having to go through a Planning Commission hearing. [View the presentation on YouTube.](#)

Approved the 2023 [July 4<sup>th</sup> Celebration at Barney Schwartz Park](#) at a budget of \$151,00 with program additions including 2 live bands, an expanded family game area and food trucks inside the park. There will also be sponsorship opportunities this year. Travel Paso has agreed to be a major sponsor again this year. The event is free to the public. [View the presentation on YouTube.](#)

Received the Fiscal Year 2022-23 [Quarterly Budget Report](#) and approved the requested amendments. [View the presentation on YouTube.](#)

Received and filed the second [quarterly report from the El Camino Homeless Organization](#) (ECHO) and directed staff to disburse funds in the amount of \$55,500 in accordance with the current memorandum of understanding with ECHO. [View the presentation on YouTube.](#)

This is a subset of items considered by City Council. The full agenda can be found at [www.prcity.com/meetings](http://www.prcity.com/meetings).

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### **City Council Meeting Highlights from April 4, 2023**

At its April 4, 2023 meeting, Paso Robles City Council did the following:

Read proclamations in honor of National Public Safety Telecommunicators Week and the 2023 [Month of the Child](#).

Received a presentation from the [San Luis Obispo County Animal Services Division](#).

Received the bi-monthly [Capital Projects Report](#), including photos and video of progress on the Golden Hill/Union roundabout, Fire Station 3 and more.

Approved two new events in City Park - [Open Farm Days](#) Farmers Market on July 14, 2023 and the [Firestone Walker Invitational Kick Off Party](#) on June 1, 2023. [View discussion on YouTube](#)

Held a public hearing for conditional [street abandonments](#) for portions of Victoria Place, San Luis Avenue, Frontage Road, Hortense Avenue, Gregory Avenue, and Unnamed Alleys within the Paso Robles Event Center. The City reserves the right-of-way for water, sewer, stormwater, and public utility easement purposes.

Approved the Paso Robles [Airport 50th Anniversary Celebration](#) at the Paso Robles Municipal Airport on September 23, 2023. [View presentation on YouTube](#)

Authorized staff to provide a letter of support to the County to apply for a grant for the purpose of operating a [temporary supportive housing campus](#) in the City of Paso Robles

to directly serve the Salinas Riverbed encampment population. If the grant is awarded, staff will return to City Council with a full operational plan that will include details regarding on-site services, location of the campus and development-related actions. City funds will not be expended for capital or operating costs. The City-owned parcel at 624 Pine Street (southernmost train station parking lot) has been identified as a preferred location based proximity to services, transportation and the riverbed. [View presentation on YouTube](#)

This is a subset of items considered by City Council. The full agenda can be found at [www.prcity.com/meetings](http://www.prcity.com/meetings).

The next regular City Council meeting is on Tuesday, April 18, 2023 at 6:30 PM, in person and via livestream at [www.prcity.com/youtube](http://www.prcity.com/youtube). Public comment can be made during the meeting in person or by calling 805-865-PASO (7276) or provided prior to the meeting by emailing [cityclerk@prcity.com](mailto:cityclerk@prcity.com), after the agenda posts and prior to noon the day of the meeting.