



## Agenda Report

19-045

Agenda Date: 1/29/2019

### REPORT TO COUNCIL

#### **SUBJECT**

Action on a Resolution Amending In Part Resolution No. 5195, Setting the Number and Start Time of Regular Meetings of the Board of Library Trustees, and Approving the 2019 Board of Library Trustees Calendar of Meetings

#### **BACKGROUND**

City Charter section 1003 states that each of the boards and commissions of the City shall hold regular meetings as required by ordinance. City Code section 2.120.030 states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council, and that such resolutions may be amended from time to time by further Council resolution. Resolution 5195 (Attachment 1), which was adopted by the City Council in 1987, states that the Board of Library Trustees shall hold meetings on the first Monday of each month at 7:30 p.m.

#### **DISCUSSION**

At the October 1, 2018 Board of Library Trustees meeting, the Board recommended the proposed 2019 Schedule of Meetings (Attachment 2), which would include six (6) regular meeting dates. In addition to recommending the 2019 Schedule of Meetings, the Board of Library Trustees' action also recommended a modified start time for meetings to begin at 6 p.m.

A proposed resolution, which would amend the previously adopted Resolution 5195 in regards to the Board of Library Trustees scheduling of regular meetings, is attached to this report (Attachment 3). The proposed resolution for City Council approval establishes the 6 p.m. Board of Library Trustees start time and a new requirement for a minimum of one Board of Library Trustees meeting to be held on the first Monday of alternating months, beginning in February (which may be cancelled at the discretion of the City Manager for agenda management purposes).

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a government organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact other than administrative time and expense to set the meetings.

#### **COORDINATION**

This report has been coordinated with the City Attorney's Office.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Adopt a Resolution amending in part Resolution No. 5195, setting the number and start time of regular Board of Library Trustees meetings, and approving the 2019 Board of Library Trustees Calendar of Meetings.

Reviewed by: Hilary Keith, City Librarian

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Resolution 5195
2. 2019 Board of Library Trustees Meeting Calendar
3. Proposed Resolution