SPECIAL MEETING AGENDA

Board of Library Trustees | Buena Park Library District

2nd Floor Board Room
7150 La Palma Avenue
Buena Park, CA 90620
Tuesday, June 22, 2025 | 6:30 P.M.

REPORTS AND DOCUMENTATION: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members at the meeting. Members of the public who wish to obtain a copy of any document may do so by completing a Public Records Request at https://www.buenaparklibrary.org/public-records-request.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (714) 826-4100 Extension 120 at least 48 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. **CALL TO ORDER** (Library Board President)

2. **PLEDGE OF ALLEGIANCE** (Library Board President)

3. **ROLL CALL** (Library Board President)

4. **BOARD MEMBER COMMENTS**
   This is the opportunity for the President and Board Members to give reports about conferences/training and comments on items of general interest to the community.

5. **COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA** (3 MINUTES PER SPEAKER)
   Individuals may address the Board regarding any item of Library District business not on the agenda. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda.

NEW BUSINESS

6. Trustee Vacancy in Area 5
    a. Determine if Board will continue with the recruitment to appoint a Trustee, call an election or defer to the Board of Supervisors

    If an appointment in lieu of an election is selected:
    b. Select another date for the Special Meeting to interview Candidates

FUTURE AGENDA ITEMS

7. Agenda Preparation for the Regular Meeting which will be held on August 5, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees
   This is the time for board members to publicly request that items be placed on future agendas.

CLOSED SESSION

8. PUBLIC EMPLOYEE EVALUATION (Gov. Code § 54957(b)(1))
   Employee: Library Director

9. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6 (a))
   Agency Representative: Jenell Van Bindsbergen
   Employee: Library Director

ADJOURNMENT

CERTIFICATION OF POSTING

I, Patty Salas, Administrative Assistant of the Buena Park Library District, hereby certify that the Agenda for the July 22, 2025, Special Meeting of the Library Board of Trustees of the Buena Park Library District was posted on July 21, 2025 at 7150 La Palma Ave Buena Park, CA and online at www.buenaparklibrary.org.

P S
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Patty Salas, Administrative Assistant

BUENA PARK Library District

Staff Report - Agenda Item 6

Date: July 22, 2025
To: Board of Library Trustees
From: Helen Medina, Library Director
Subject: Trustee Vacancy

Recommended Action:
Agenda Item 6

a. Determine if Board will continue with the recruitment to appoint a Trustee, call an election, or defer to the Board of Supervisors.

b. If choosing to continue with appointment, select another date for the Special Meeting to interview candidates.

   Tuesday, July 29 or Thursday, July 31 to conclude meeting before 8:00 p.m., or Friday, August 1, to conclude meeting before 5:00 p.m.

Background:
On June 3, 2025, Cheyenne Traut submitted her resignation via email to the entire Board of Library Trustees, effective immediately.

The Board of Library Trustees voted to appoint a Trustee to the vacancy and developed a recruitment process at the June 26, 2025, Special Meeting. A Special Meeting was scheduled for July 22, 2025, to consider applicants for the vacancy.

The District received no applications for the vacancy.

The Board may choose from one of the following options:

1. Extend the recruitment and call another Special Meeting on either July 29, 31, or August 1 to consider applicants. Our building closes to the public at 8:00 p.m. on July 29 and 31 and 5:00 p.m. on August 1. The Board meetings must be open to the public and occur while the building is accessible.
2. Call a Special Election.
3. Defer to the County Board of Supervisors.

Discussion
The Board has an opportunity tonight to consider which action they will take to fill the vacancy in Trustee Area 5.

If the Board calls an election, the District is financially responsible for the election. The most recent election cost estimate the District received from the OC Registrar of Voters

was between $111,422-$131,237, for a general election. An election will fill the seat for the full balance of the unexpired term, until December 2028.

Action Items:
The Board must take the following action(s):

a. Determine if they will continue with the recruitment to appoint a Trustee, call an election, or defer to the Board of Supervisors.

b. If choosing to continue with appointment, select another date for the Special Meeting to interview candidates.

   Tuesday, July 29 or Thursday, July 31 to conclude before 8:00 p.m., or
   Friday, August 1, to conclude before 5:00 p.m.

Fiscal Impact:

No fiscal impact, if selecting to make an appointment.

If calling a special election, estimated costs are approximately $111,000 - $131,000.

Attachments:

Guide to Filling a Vacancy (excerpt from Registrar of Voter's Guide pp. 25-29)
Timeline for filling the Vacancy

Guide to Filling a Vacancy in Elective Office

Orange County
Registrar of Voters
1300 S. Grand Avenue, Bldg. C
Santa Ana, CA 92705
714-567-7600

THIS GUIDE TO FILLING A VACANCY IN ELECTIVE OFFICE IS INTENDED TO PROVIDE GENERAL INFORMATION, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE REGISTRAR OF VOTERS OF THE COUNTY OF ORANGE IS NOT RENDERING LEGAL ADVICE AND, THEREFORE, THE HANDBOOK IS NOT TO BE A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL OR ORGANIZATION USING IT. IT IS THE RESPONSIBILITY OF PERSONS USING THIS GUIDE TO OBTAIN THE MOST UP-TO-DATE INFORMATION AVAILABLE, REFLECTING CHANGES IN LAWS OR PROCEDURE SUBSEQUENT TO THE PUBLICATION OF THIS GUIDE.

REGISTRAR OF VOTERS

1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
TDD (714) 567-7608
FAX (714) 567-7627
ocvote.gov

NEAL KELLEY
Registrar of Voters

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

Dear Orange County Voter:

Thank you for your interest in our Guide to Filling a Vacancy in Elective Office. This guide has been designed to assist you in understanding the process for filling a vacancy in various elective offices in California.

You will find detailed information on options, timelines, and more throughout this handbook. This guide is intended to provide general information and does not have the force and effect of law. It is distributed with the understanding that the Registrar of Voters of the County of Orange is not rendering legal advice and, therefore, the handbook is not to be a substitute for legal counsel for the individual or organization using it.

We strongly recommend that any interested party obtain legal advice, to assist in complying with applicable California laws, including the California Elections Code, California Education Code, and the California Government Code.

Our mission is to serve the registered voters of Orange County in a uniform, consistent and accessible manner with the highest level of integrity.

Sincerely,



Neal Kelley
Registrar of Voters

VACANCIES IN SPECIAL DISTRICT BOARDS OF DIRECTORS

ACTION REQUIRED BY THE SPECIAL DISTRICT BOARD OF DIRECTORS

The district shall notify the Orange County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

Government Code § 1780(b)

The remaining district board members have **60 days** immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

Appointment to Fill Vacancies:

If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the district at least **15 days** before the appointment is made. **(See Exhibits G and H for application to serve on the board and sample notice) Government Code § 1780(d)(1)**

The Board must notify the Orange County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled **130 or more days** after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

Election to Fill Vacancies:

In lieu of making an appointment, the remaining members of the board may within **60 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

Government Code § 1780(e)(1)

The election shall be held on the next established election date that is **130 or more days** after the date the district board calls the election. **(See Exhibit B for established election dates) Elections Code § 1000, Government Code § 1780(e)(2)**

Nomination Period:

Consolidated Special District Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day** prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours.
Elections Code § 10407(a)

Non-Consolidated Special District Election: Forms for declarations of candidacy for all district offices shall be obtained from the office of the county elections official. The county elections official, may for convenience or necessity, authorize the district secretary to issue declarations of candidacy. The forms shall first be available on the **113th day** prior to the general district election and shall be filed not later than **5:00 p.m.** on the **88th day** prior to the general district election in the office of the county elections official during regular office hours or may be filed by certified mail so that the forms reach the office of the county election official no later than the deadline for filing in that office. **Elections Code § 10510**

IF THE DISTRICT BOARD FAILS TO ACT

If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within **60 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within **90 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.
Government Code § 1780(f)(1)

The election shall be held on the next established election date **(See Exhibit B for established election dates)** that is **130 or more days** after the date the city council or board of supervisors calls the election. **Government Code § 1780(f)(2)**

Nomination Period:

Consolidated Special Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day**

prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours. **Elections Code § 10407(a)**

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IF THE CITY COUNCIL OR BOARD OF SUPERVISORS FAILS TO ACT

If within **90 days** of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district shall call an election to fill the vacancy.
Government Code § 1780(g)(1)

The election shall be held on the next established election **(See Exhibit B for established election dates)** that is **130 or more days** after the date the district board calls the election.
Government Code § 1780(g)(2)

Nomination Period:

Consolidated Special Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day** prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours. **Elections Code § 10407(a)**

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IF THE DISTRICT BOARD LACKS A QUORUM TO ACT WITHIN 60 DAYS

Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or

a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.
Government Code § 1780(h)(2)

If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled **130 or more days** after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

The election shall be held on the next established election **(See Exhibit B for established election dates)** that is **130 or more days** after the date the city council or board of supervisors calls the election. **Government Code § 1780(h)(5)**

Nomination Period:

Consolidated Special Election: Notwithstanding any other provision of law, whenever other elections are consolidated with a regularly scheduled election, the period for the filing of nomination documents by candidates in elections consolidated with the regularly scheduled election shall commence on the **113th day** prior to the election. The nomination documents shall be filed no later than the close of business on the **88th day** prior to the regularly scheduled election in the office of the Orange County Registrar of Voters, during regular office hours. **Elections Code § 10407(a)**

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TERM OF OFFICE

If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled **130 or more days** after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

A person elected at a regularly-scheduled board of directors election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §§ 10404(b), 10554, 10507