

CITY OF PRINCETON, TEXAS

ORDINANCE NO. 2013-12-09-01

**AN ORDINANCE OF THE CITY OF PRINCETON, TEXAS, CREATING THE LIBRARY BOARD; PROVIDING FOR THE APPOINTMENT/REMOVAL OF ITS MEMBERS AND THE METHOD OF FILLING VACANCIES; PROVIDING FOR THE ADOPTION OF RULES AND REGULATIONS; PROVIDING FOR POWERS AND AUTHORITIES; PROVIDING FOR VOTING AND PROCEDURES; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.**

**WHEREAS**, the City Council of the City of Princeton, Texas ("City Council"), has investigated and determined that it will be advantageous and beneficial to the City of Princeton, Texas ("Princeton") and its citizens to create the Library Board as set forth below and hereto attached By-Laws (Exhibit "A").

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS:**

**SECTION 1: Findings Incorporated.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2: Establishment of Library Board.** There is hereby created and established within Princeton a Library Board ("Board") which shall be subject to the jurisdiction of the City Council of Princeton.

**SECTION 3: Number of Members.** The Board shall be composed of five (5) members appointed by the City Council.

**SECTION 4: Term of Office.** The term of office of each member shall be two (2) years and shall coincide with the Councilmember by which they were appointed to the Board; however, at the time of appointment of the initial members of the Board, appointees by Councilmembers Place 1 & 2 shall serve a two year term and appointees by Councilmembers Place 3, 4 & 5 shall serve a one year term at the time of initial appointment. The Board shall serve without compensation. Each Board member shall have a term limit of three (3) terms.

**SECTION 5: Vacancies.** When vacancies occur on the Board, the City Council shall appoint, by the appointing Councilmember, by majority vote, a replacement to serve the remainder of that term.

**SECTION 6: Officers.** The Board shall have, at a minimum, a Chairman, Vice-Chairman and Secretary whose terms shall be one (1) year. These positions will be appointed through the means decided by the City Council and are subject to change without notice.

**SECTION 7: Meetings/Attendance/Adherence to City Council Policies relating to Boards and Commissions.** The Board shall have its regular meeting on the first Thursday of bi-monthly

and at such other times as the Board and/or City Council deem necessary and appropriate. The Board shall keep minutes of its proceedings which shall be of public record. Board members are required to be in compliance with policies defined by the City Council for Board members that are in existence or as modified in the future.

**SECTION 8: Removal from Office.** Members of the Board may be removed, without cause, by an affirmative vote of a majority of the full membership of the City Council.

**SECTION 9: Quorum/Voting.** Three (3) members of the Board shall constitute a quorum for the transaction of business. No action or recommendation of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of the Board members present. The Chairman shall be considered a voting member of the Board.

**SECTION 10: Powers and Authority.** The Board shall be responsible to and act as an advisory board to the City Council. The Board shall:

- (A) Advise and recommend to the City Council on matters relating to the operation of the Lois Nelson Public Library ("Library").
- (B) Act in an advisory capacity of the Lois Nelson Public Library to the City Council, City Manager, Library Director, etc.
- (C) Abide by applicable ordinances of the City of Princeton.
- (D) Review and recommend policies and procedures regarding the Library.
- (E) Recommend to the City Council on matters relating to the acquisition on Library sites.
- (F) Review plans and specifications for proposed Library facilities and recommend to the City Council the implementation of those plans.
- (G) Assist in strategic planning.
- (H) Review and approve special requests for the use of Library facilities.
- (I) Attend Board meetings and other committee meetings deemed necessary for promoting the Library.
- (J) Recommend to the City Council various fines and the amounts to be charged as fees for the use of Library facilities.
- (K) Solicit gifts and donations to the Library subject to the approval of the City Council.
- (L) Use its influence for services of the Library and the community.
- (M) Perform all functions and duties required by law and such other and further duties requested of it by the City Council.
- (N) Encourage in every possible way the development and advancement of the public library at local, regional, state, and national levels.
- (O) Participate in advocacy initiatives including, but not limited to, local issues, including funding issues and requests, state advocacy activities, and federal advocacy initiatives.

**SECTION 11: Procedure.**

- (A) Any and all rules and regulations adopted by the Board, if any, shall be forwarded in writing to the City Manager who shall submit them to the City Council with the

City Manager's recommendations. The City Council may amend, adopt or reject any such rules or regulations. If any rules or regulations should be rejected, the Board may modify them and submit such modified rules and recommendations to the City Council.

- (B) Should any person on the Board have a conflict of interest, pursuant to any state laws and/or Princeton ordinances regulating conflicts of interest of municipal officers, with an agenda item then before the Board, he/she shall openly declare same before discussion proceeds, and he/she is thereby prohibited from discussing the item or voting on the question, and is not considered as present and voting for the purposes of the tally.
- (C) Should any person on the Board choose to abstain from voting on any question before the Board, where no conflict of interest exists, the person's vote shall be recorded as a negative vote in the official minutes of the meeting.

**SECTION 12: Savings/Repealing Clause.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

**SECTION 13: Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of the Ordinance shall remain in full force and effect. Princeton hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

**SECTION 14: Effective Date.** This Ordinance shall become effective upon its passage.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS** on this 16 day of December 2013.

  
Kenneth Bowers, Mayor

**ATTEST:**

  
Lesia Thornhill, City Secretary



# Lois Nelson Public Library Advisory Board

## BYLAWS

### EXHIBIT "A"

Article I **Name:** As authorized by the City of Princeton and City's Ordinance No. 2013-10-15. This body shall be known as the Lois Nelson Public Library Advisory Board.

Article II **Meetings:**

Section 1. The regular meeting of the library board shall be held at a time designated by the board in the library or such other place the board may determine.

Section 2. Special meetings may be called by the Chairman or at the call of any three (3) members of the board, provided that notice is given to all Board Members and the Library Director.

Section 3. A simple majority of the members shall constitute a quorum at all meetings of the board. A meeting may be held without a quorum but is identified as such in minutes and Board communiques.

Section 4. All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum. The Chairman shall be considered a voting member of the Board.

Section 5. Any member of the Board who misses three (3) consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term. *(The Board should determine, in consultation with the Director, if Board Members appointed to fill out terms are then eligible for appointment to the Library Board given term limits.)*

Section 6. Board business should be conducted according to parliamentary procedure or rules of order. The process should be chosen by the Board and the latest edition of the rules should be used to conduct business in all business meetings and board forums. Processes to choose from include Robert's Rules of Order Newly Revised (latest edition) or Sturgis Standard Code of Parliamentary Procedure (latest edition).

Article III **Officers:**

Section 1. The officers of the board shall be a chairperson, a vice-chairperson, and a secretary.

Section 2. Officers shall be elected and take office at the first regular meeting after new Board Members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- (b) Vacancies of officers other than the Chair shall be filled for the unexpired term by special election.

Section 4. Duties of the officers shall be as follows:

(a) Chair:

- (i) Preside at all meetings.
- (ii) Represent the Library Board at public functions of the City of Princeton and at events such as special library events, local state, or national advocacy activities for the library or for local, state, or national association activities.
- (iii) Appoint standing, special, or ad hoc committees.
- (iv) Assist Library Director in establishing the agenda for each meeting. Agenda items requested by any Board Member will be included.
- (v) Liaison with the governing authority regarding library issues.

(b) Vice-chair:

- (i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.
- (ii) Serve as Chair of ad hoc or special committees or projects such as Chair of an advocacy initiative.

(c) Secretary:

- (i) Be responsible for the accuracy and posting of the minutes of the board meeting and bring any corrections to the attention of the Board at its next meeting. The Secretary shall sign the approved minutes and complete recordkeeping activities required by City of Princeton.

Section 5. Term Limits

- (a) Each position shall have a term limit of three (3) terms.

#### Article IV

#### **Committees:**

Section 1. Committees may be appointed for completing regular business of the Board and/or special purposes by the Chair and by special request from the Library Director or the governing authority. Committees, following requests, are formed with the consent of the majority of the Board. All committees will have at least one Library Board Member serving on them. Standing committees are typically formed annually and reviewed for

continuation annually. Ad hoc or special committees are automatically dissolved upon completion of the activity or projects.

**Article V Librarian:**

Section 1. The Library Director serves as an ex-officio member of the Board.

**Article VI Powers and Duties of Board Members:**

Section 1. Library Board members provide opinion, support and expertise as needed, but do not have governing authority. Board members shall:

- Advise and recommend to the City Council on matters relating to the operation of the Lois Nelson Public Library ("Library").
- Act in an advisory capacity of the Lois Nelson Public Library to the City Council, City Manager, Library Director, etc.
- Abide by applicable ordinances of the City of Princeton.
- Review and recommend policies and procedures regarding the Library.
- Recommend to the City Council on matters relating to the acquisition on Library sites.
- Review plans and specifications for proposed Library facilities and recommend to the City Council the implementation of those plans.
- Assist in strategic planning.
- Review and approve special requests for the use of Library facilities.
- Attend Board meetings and other committee meetings deemed necessary for promoting the Library.
- Recommend to the City Council various fines and the amounts to be charged as fees for the use of Library facilities.
- Solicit gifts and donations to the Library subject to the approval of the City Council.
- Use its influence for services of the Library and the community.
- Perform all functions and duties required by law and such other and further duties requested of it by the City Council.
- Encourage in every possible way the development and advancement of the public library at local, regional, state, and national levels.
- Participate in advocacy initiatives including, but not limited to, local issues, including funding issues and requests, state advocacy activities, and federal advocacy initiatives.

**Article VII Amendments:**

Section 1. These bylaws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least 3 days prior to such meeting. Such amendment would then be subject to approval by City Council.

## **Library Advisory Board Requirements**

### **Public Library Advisory Boards DO...**

- Advocate for library support, including seeking support for annual or operational and capital funding
- Advocate for support for the library for local, state, regional, and national legislative initiatives
- Promote library services and programs
- Assist library management in developing policies and budget proposals
- Provide support for management initiatives and decisions
- Advise their governing body on actions to take for the library

Because they are “advisory” only in nature, governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice.

### **Advisory Boards DO NOT...**

- Govern the library
- Hire, manage or fire the Library Director
- Hire, manage or fire other Library Staff members
- Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues

Governing structures may ask advisory boards for their input or opinion on several activities given the nature of their work with library management.

### **Advisory Board Activities...**

- Input on library management performance evaluation
- Information on advocacy initiatives
- Clarification on library policies (e.g., access, confidentiality)

## **Roles and Responsibilities**

1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the Library Director, Library Director Orientation and training, and performance evaluations of the Library Director.
2. Assist the Library Director in determining the library's vision and mission.
3. Participate in short-term, long-term, and strategic planning.
4. Advocate for adequate resources.
5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management.
6. Be familiar with and assist the library in communicating around resources, services, and public image.
7. Provide a forum for public communication on library issues.
8. Assist the library in assessment.
9. Report library activities and issues back to the governing authority.
10. Assist in succession planning for new board members by identifying and motivating others to service on the advisory board when slots become available.
11. Maintain knowledge of existing and new community populations.
12. Participate in processes to ensure effective board teamwork.
13. Maintain knowledge of contemporary librarianship through training provided by the City of Princeton and the library and attendance at board meetings, committee meetings, other area community meetings, and professional association events such as the American Library Association and the Texas Library Association (annual, assembly and district meetings) whenever possible.
14. Be familiar with the library and its policies and procedures.
15. Be aware of 21<sup>st</sup> Century librarianship values and responsibilities such as copyright, confidentiality of patron records/data and the public's right to information versus intellectual freedom.