

## **BELGRADE PUBLIC LIBRARY ORDINANCE**

### **§ 1 Establishment of the Belgrade Public Library**

There shall be a Belgrade Public Library overseen by the Library Board of Trustees which shall consist of seven (7) members appointed by the Board of Selectpersons and responsible to the Town Manager and Selectpersons.

### **§ 2 Membership; Appointment; Term**

Library Trustees shall be appointed for terms of three (3) years or until his or her successor is appointed and qualified. Trustees shall be eligible to serve not more than four (4) full terms in succession. Initial terms shall be staggered so that no more than two (2) members shall be appointed in the same year. Terms shall coincide with the town's fiscal year. Initial terms shall be made as follows:

- Three (3) members for three (3) years;
- Two (2) members for two (2) years; and
- Two (2) members for one (1) year.

The Board of Trustees and the Town Clerk shall maintain an up-to-date list of Trustees and their terms.

### **§ 3 Qualifications**

Trustee members shall be qualified electors and residents of the Town. They shall comply with the provisions of 30-A M.R.S.A. §2605. If any member shall cease to possess any of the above qualifications or shall be convicted of a crime punishable by incarceration for six (6) months or more, his/her office shall immediately become vacant.

### **§ 4 Powers and Duties**

A. The Library Board of Trustees shall be responsible to the Town Manager and Board of Selectpersons for the operation of the Belgrade Public Library and shall act in accordance with the provisions of this chapter and other ordinances, rules, regulations and procedures of the Town.

B. The Library Board of Trustees shall have the power to:

- (1) Advise the Town Manager and Board of Selectpersons in the appointment, compensation and removal of the Library Director and any other employees of the Library. These actions shall follow the town's customary procedures.

- (2) Make, revise and repeal (a) written policies for the purpose of carrying out the responsibilities of the Trustees, and (b) in collaboration with the Library Director, the operating policies of the Library, including but not limited to Materials Selection, Membership Procedures, Fees, and Staff. These policies shall not be inconsistent with the rules, regulations, administrative procedures and ordinances of the Town and subject to the approval of the Board of Selectpersons.

C. The Library Board of Trustees shall have the duty to:

- (1) Participate actively in the management of the Library.
- (2) Be familiar with the Library's programs in relationship to community needs and State Library Standards, as a basis for fulfilling the Library's stated mission.
- (3) Promote the Library and its services in the community, encouraging volunteers and support groups which help to broaden library services.
- (4) Report regularly to town officials about Library services.
- (5) Work with the Library Director to develop a written long-range plan covering at least three years.
- (6) Assist in budget preparation and presentation to the Board of Selectpersons, in order to secure adequate funding for the Library program based on the tax resources of the community and other sources of income.
- (7) Attend regional Trustee meetings/workshops when possible, and read to stay abreast of current library trends, technology and legislation.

## **§ 5 Compensation of Members**

Members of the Library Board of Trustees shall serve without compensation.

## **§ 6 Meetings**

A. Induction of Library Trustees into office. Trustee appointees shall be sworn to the faithful discharge of their duties by the Town Clerk.

B. Meetings. The Library Board of Trustees shall meet at least ten (10) times a year on a regular, published schedule, time and place to be established by the Board at its first meeting. It shall also provide a method for calling special meetings which shall be consistent with the manner in which other Boards and Agencies of the Town call special meetings. Meetings must be conducted in accordance with Roberts Rules of Order.

C. Attendance at meetings. Whenever a Library Trustee shall be absent for more than three (3) consecutive regular meetings of the Board, without suitable reason therefor satisfactory to the Board, the Board shall notify the absent member and the Town Manager of the member's absences. The Town Manager shall inform the Board of Selectpersons who may then remove the absent member and fill the vacancy in the manner provided in §7 herein.

D. Officers. At the first meeting or as soon thereafter as practicable, the Board of Trustees shall elect, by majority vote of the entire Board of Trustees, its Chairman, Vice-Chairman, Secretary and Treasurer for the ensuing year. The Trustees may fill for an unexpired term any vacancy that may occur. The Chairman shall not serve more than two (2) full terms in succession.

E. Duties of the Officers.

The Chairman shall preside at meetings of the Board of Trustees. He shall serve as liaison between the Board of Trustees and the Town Manager.

The Vice-Chairman assumes responsibilities of Chair in the Chair's absence.

The Treasurer serves as liaison between the Board of Trustees and the Town Budget Committee.

The Secretary shall keep a record of all proceedings of the Board, providing the Town Manager and Selectpersons with a copy of minutes of each Board meeting, shall attend to correspondence as required, and shall keep on file all important papers.

F. Quorum. A majority of the Library Board of Trustees shall constitute a quorum for the transaction of business. If a quorum is not present and the meeting is re-scheduled, that shall be done in the same manner as is required for special public meetings of other town boards and agencies.

## **§ 7 Vacancies**

With advice from remaining Trustees, vacancies shall be filled by appointment of the Board of Selectpersons for the unexpired term within sixty (60) days from the date that the vacancy occurred.

## **§8 Appointment of Library Director**

The Library Director shall be hired by the Town Manager and the Board of Selectpersons in accordance with Town hiring practices. The Library Board of Trustees shall act in an advisory capacity.

## **§9 Removal of the Library Director**

Removal of the Library Director shall follow the procedures set forth in the Town's Employment Guidelines relating to the removal of persons who serve at the pleasure of the Town Manager and the Board of Selectpersons.

## **§10 Budget and explanatory message**

The Library Board of Trustees, at least sixty (60) days prior to the beginning of each budget year, shall submit a proposed budget and an explanatory budget message in accordance with the procedures established by the Board of Selectpersons for the submission of budget proposals.

## **§11 Qualifications, powers, and duties of the Library Director; Absence**

A. Qualifications. The Library Director shall be chosen giving special consideration to his or her administrative qualifications and actual experience in and knowledge of accepted library practices. Other factors may also be considered.

B. Powers and Duties. The Library Director shall be responsible to the Board of Trustees, the Town Manager, and the Selectpersons for the proper administration of all library affairs. He or she shall have the power and be required to:

- (1) Exercise such authority and perform such duties as the Town Manager may grant to appoint, prescribe the duties of and, when necessary for the good of the library, remove employees of the library, pursuant to procedures authorized by this chapter, Town ordinances and Employment Guidelines .
- (2) Prepare, in conjunction with the Board of Trustees, budgetary recommendations for submission to the Town Manager for consideration of the Board of Selectpersons.
- (3) Prepare and submit to the Board of Trustees at the end of the fiscal year a complete report of the finances and administrative activities of the library for the preceding year.
- (4) Attend the meetings of the Board of Trustees, except when excused by the Board, keep the Board advised of the financial condition and future needs of the library and make such recommendations as may seem desirable.
- (5) Act as purchasing agent for the library, to the extent that such authority is delegated by the Town Manager and subject to the Town Manager's supervision.
- (6) Perform such other duties as may be prescribed by law, ordinance or required by the Town Manager, not inconsistent with this chapter or other Town ordinances, rules, regulations, administrative procedures or policies.

C. Absence of Library Director. In the absence of the Library Director, the Town Manager may appoint a qualified individual to perform the duties of the Library Director until he or she shall return, if from approved absence or disability, or fill the vacancy.