

ORDINANCE 16-02-04-01

AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS, AMENDING ARTICLES 9.1300, LIBRARY ADVISORY BOARD, SECTIONS 9.1301 THROUGH 9.1307, AND ARTICLE 9.1400, LIBRARY DEPARTMENT, SECTIONS 9.1401 THROUGH 9.1415; TO CLARIFY THE TERMS, ELECTION AND DUTY OF OFFICERS, WHAT CONSTITUTES A QUORUM; UPDATE TITLE AND DUTIES OF LIBRARY DIRECTOR AND REMOVE PROVISIONS RELATED TO LIBRARY POLICIES WHICH WILL SUBSEQUENTLY BE APPROVED AND ADOPTED IN AN SEPARATE LIBRARY POLICY; PROVIDING OPEN MEETINGS AND EFFECTIVE DATE CLAUSES; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of Lago Vista, Texas (the "City") has established by ordinance a Library Department and a Library Advisory Board; and

Whereas, the City Council has reviewed the Ordinance establishing the Library Advisory Board and finds some of the provisions to be obsolete, redundant or unnecessary; other provisions should be clarified relating to terms, officers elections, duties, and terms and what constitutes a quorum; and

Whereas, the City Council has additionally reviewed the provisions related to employment matters including title and duties, as well as policies of the Library and believes such are more properly removed from the Ordinance and established by a separate policy document which can be reviewed and revised more easily.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:

SECTION 1. Findings. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

SECTION 2. Amendment of Article 9.1300, Library Advisory Board. Article 9.1300, Library Advisory Board of Chapter 9, Personnel, is repealed in its entirety and replaced as set forth in Exhibit "A," attached hereto and incorporated herein for all purposes.

SECTION 2. Amendment of Article 9.1400, Library Department. Article 9.1400, Library Department of Chapter 9, Personnel, is repealed in its entirety and replaced as set forth in Exhibit "B," attached hereto and incorporated herein for all purposes.

SECTION 3. Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

SECTION 4. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below.

SECTION 5. Open Meeting. It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

PASSED AND APPROVED this 4th day of February, 2016.

ATTEST:



Sandra Barton, City Secretary

City of Lago Vista, Texas



Dale Mitchell, Mayor

EXHIBIT “A”

ARTICLE 9.1300 - LIBRARY ADVISORY BOARD

ARTICLE 9.1300 LIBRARY ADVISORY BOARD

Sec. 9.1301 General

This article shall be known, and may be cited, as the library advisory board regulations of the City of Lago Vista, Texas.

Sec. 9.1302 Creation and Purpose

A library advisory board, hereinafter called “the board,” is hereby created, subject to the jurisdiction of the city council. The board fulfills an important role by providing an avenue for public participation in planning library policies and services. An active board has the opportunity to be involved and influential in library development without having the responsibility for operational details.

Sec. 9.1303 Membership and Appointment

- (1) Members of the board are appointed by the city council.
- (2) The board shall consist of seven members, all of whom shall reside in the corporate limits of the city.
- (3) One member shall be nominated by Friends of the Library Board.
- (4) The director of the public library and the city council liaison shall serve as ex-officio members of the board.
- (5) All members of the board shall serve without compensation.

Sec. 9.1304 Terms of Members

- (1) The terms of office of members of the board are two years. The terms are staggered with three members being appointed in odd-numbered years, and four members being appointed in even-numbered years.
- (2) There shall be no limits on the number of terms a person may serve.
- (3) If a vacancy exists, it may be filled by a person appointed by the city council to complete the time remaining of that term.
- (4) Newly appointed members shall be installed at the first regular board meeting after their appointment.
- (5) Continued absence of any member from regular meetings of the committee shall, at the discretion of the city council, render any such member liable for immediate removal from the board.

Sec. 9.1305 Election and Duties of Officers

- (1) The board will elect from its membership a chairperson, a vice- chairperson and secretary to serve twelve month terms annually.
- (2) The election shall be held at the January meeting and at such times as there are vacancies, with the election being the first agenda item.

- (3) The chairperson of the preceding year shall preside for the elections. The secretary from the preceding year shall record the results of the elections. After the elections, the newly elected officers shall assume their duties.
- (4) The chairperson will preside at all meetings of the library board and will sign, as authorized by the library board, correspondence and documents.
- (5) The vice-chairperson will perform the duties of the chairperson in the absence or inability of the chairperson.
- (6) In the absence of both the chairperson and the vice-chairperson, the board shall elect a chair pro-tem.
- (7) The secretary will keep a true and accurate record of all matters coming before the board.

Sec. 9.1306 Quorum and Voting

A quorum shall consist of a chairperson and three (3) voting members present at a called regular or special meeting. A motion may be made by any member. A motion to recommend the city council take an action or adopt a policy shall require four (4) favorable votes of the members present. The chairperson shall not have any veto authority.

Sec. 9.1307 General Duties

The library board shall:

- (1) Act in an advisory capacity only. The board shall have no power to bind the city by contract or authorize any expenditures out of the city's budget; hire, appoint or terminate staff; interfere with administrative or personnel affairs; nor create any other obligation on the part of the city.
- (2) Recognize that the library director and library staff are professionals in the field of librarianship and respect their expertise.
- (3) Advise the city council for the continued development and improvement of the library.
- (4) Promote close communication between the city and all private citizens in order to secure the greatest degree of public benefit from library resources and services.
- (5) Advise in the formulation of reasonable policies governing the use of library facilities and resources based upon recommendations of the library director.

EXHIBIT “B”

ARTICLE 9.1400 - LIBRARY DEPARTMENT

ARTICLE 9.1400 LIBRARY DEPARTMENT

Sec. 9.1401 Establishment of Library Department

There is hereby established the library department of the City of Lago Vista.

Sec. 9.1402 Library Advisory Board and the Library Director

The library board and the library director work as a team to achieve the highest quality library possible for their users. Although they work together for the same goals and objectives, each has separate responsibilities.

Sec. 9.1403 Library Director

The library department shall be headed by a director appointed, supervised or removed by the city manager. The director may be full-time, part-time or volunteer as determined by the city.

The library director is responsible for the organization, planning, direction, and administration of library services and activities to provide quality library service. The director works with the advisory board, as well as with other groups to promote the library.

Sec. 9.1404 Duties of the Library Director

- (1) Supervising and managing the development, improvement and day-to-day operation of the library, as directed by the city manager.
- (2) Enforcing the rules, regulations and policies approved by the city council for use and operation of the library.
- (3) Facilitating communications and serving as a liaison between the library advisory board, the city manager and the city council.
- (4) In consultation with the city manager, supervising and negotiating terms and recommending the approval of contracts and regulations for the use, development, improvement, operation, management and maintenance of the library and the assets thereof.
- (5) Directing the care and maintenance of the library building, equipment and grounds.
- (6) Supervising the selection, training, and performance of library personnel and volunteers.
- (7) Preparing the annual budget proposal and overseeing the expenditures of the budget.
- (8) Preparing monthly and annual reports of library services and activities.
- (9) Attending meetings, workshops, seminars and conferences of organizations appropriate to the library and management fields.
- (10) Supervising the selection and processing of all library materials and equipment.
- (11) Meeting with the library advisory board at regularly scheduled meetings.
- (12) Helping prepare library advisory board meeting agendas with the chairperson.

- (13) Keeping the library advisory board informed of the activities, acquisitions, and budget and financing implications.
- (14) Performing other duties as assigned or as the situation dictates within the scope of this classification.
- (15) Approving all exhibits in the library.

Sec. 9.1405 Receipt of Gifts

The library, upon approval and at the discretion of the library director, may receive gifts in the form of books, materials, works of art or other material and monetary gifts that will enhance the role of the library. Such gifts shall become property of the City of Lago Vista upon acceptance of the gift by the library director.