



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING - VIDEOCONFERENCE
THURSDAY, MAY 13, 2021
6:00 PM

CALL TO ORDER

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

If you wish to view-only, the meeting will be streamed "live" on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/librarycomments>. You will have the option to join the virtual meeting and comment "live" at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

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Library Board - Comment Registration - May 13, 2021 Save Progress

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City and is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name* Last Name*

Address1*

"Live" meeting space is limited and will be provided on a first come, first served basis. If you select the "live" meeting option, the WEBEX meeting details will be emailed to you at the email address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council and no formal Council action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

REPORTS FROM STAFF

1. Presentation and discussion on sustainability in the Public Library

Lana Ewell, Director of Library Services
Dana Harper, Librarian-Adult Services
Andrea Gardner, City Manager

2. Report and discussion on the Watauga Library Operations

Lana Ewell, Director of Library Services
Andrea Gardner, City Manager

ACTION ITEMS

1. **Discuss and consider action on the Library Board Meeting Minutes for March 11, 2021**
Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager
2. **Discuss and consider action to recommend to the City Council a change to the regular Library Board Meeting schedule**
Lana Ewell, Director of Library Services
Andrea Gardner, City Manager

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Monday, May 10, 2021 before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: May 5, 2021

TO: Library Board Members

FROM: Lana Ewell, Director of Library Services
Dana Harper, Librarian-Adult Services

SUBJECT: Presentation and discussion on sustainability in the Public Library

BACKGROUND/INFORMATION:

Dana Harper, Senior Adult Services Librarian, has researched the adoption of sustainability as a core value in public libraries. The presentation illustrates its impact on programming.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Library Board Members consider the information provided for modern librarianship and provide direction to staff regarding sustainability initiatives for the Watauga Public Library.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Library Board Presentation May 13 2021

REVIEWED BY:

Andrea Gardner, City Manager

Raquel Guajardo, Deputy City Secretary

Approved as to form for inclusion on Agenda

Approved - 5/10/2021

Final Approval - 5/10/2021

Sustainability in the Public Library

May 13, 2021



Watauga Public
Library



Three Main Points

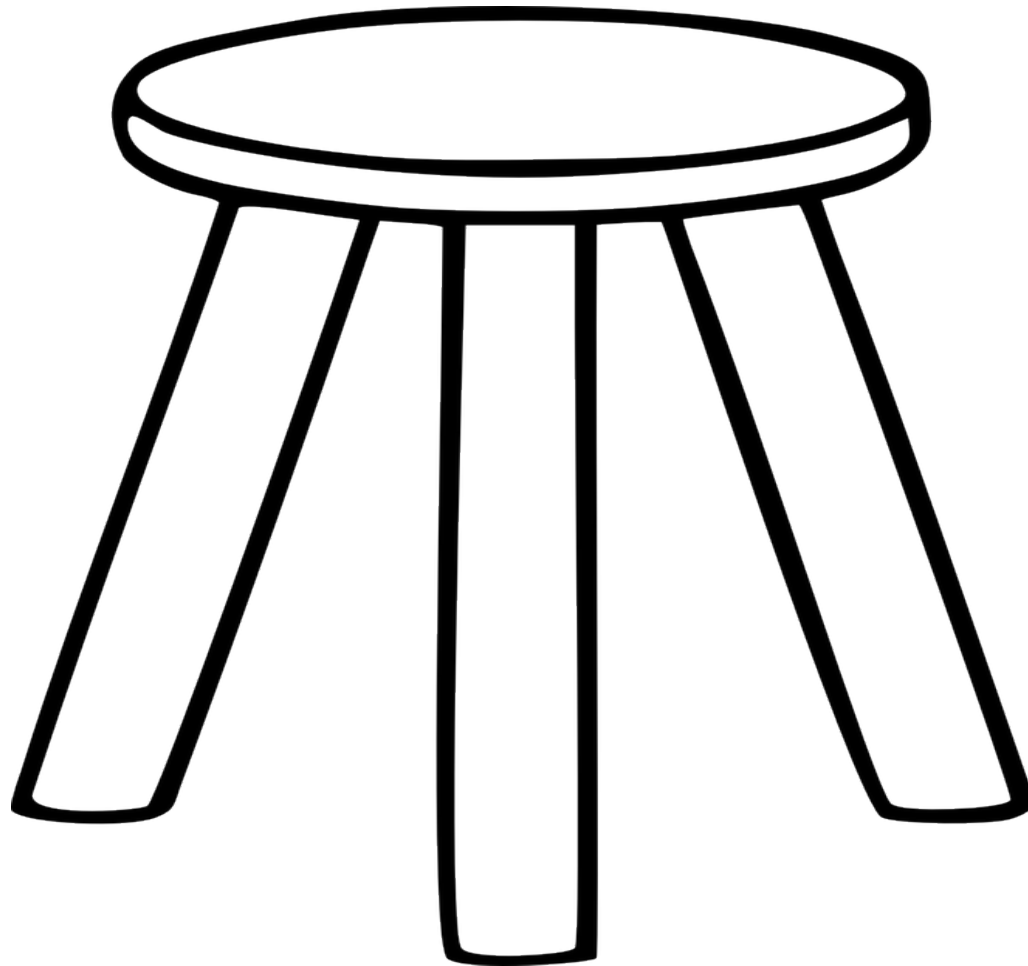
**ALA's
Core Values
and Libraries**

**What is
sustainability
in libraries?**

**Sustainable
Activities
at WPL**

“The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practices.” –ALA Council, 2019

Sustainability in Libraries



The Status Quo

- Does this product fit within the budget?
- What does this item communicate to the recipient?
- What is the fate of this product?



Pre-Covid Events

- Gardening classes
- Seed library
- Plant exchanges
- Composting class
- Recycled art
- Vegetarian cooking classes
- Rain barrels
- Backyard birding
- Financial literacy
- Meditation
- Yoga



Possibilities

- Film screenings
- Sustainability book club
- Slow-stitch clubs
- Repair cafe
- Community garden
- Pollinator garden
- Long Table/Block parties
- Community swap
- Disaster preparedness
- Farmer's market outreach
- and more!



“Libraries have the stature, energy, determination, and will to build the coalitions, convene the conversations and act as the catalysts the world needs, not only today, but to inspire future generations, to take control of their future by working together to find the necessary adaptations and solutions to thrive as communities.”



Thank you!

Come and see me at the library!

Works Referenced:

Aldrich, Rebekkah Smith. *Sustainable Thinking: Ensuring Your Library's Future in an Uncertain World*. Chicago: ALA Editions, 2018.

American Library Association. "Resolution for the Adoption of Sustainability as a Core Value of Librarianship." 2019, <https://connect.ala.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=f83b763f-81b4-41ad-9f22-a8683e126760> Accessed 13 April 2021.

Clotildes, Larissa. *American Libraries*. "Waste Not, Want Not: Ideas for Environmentally Friendly Children's Programming." March 2, 2020, <https://americanlibrariesmagazine.org/2020/03/02/waste-not-want-not-library-programming/> Accessed 13 April 2021.

Kuni, Kayla. *American Libraries*. "What Does Green Mean?: Support Holistic Sustainability Through Thoughtful Programming." March 2, 2020, <https://americanlibrariesmagazine.org/2020/03/02/what-does-green-mean-sustainable-programming/> Accessed 13 April 2021

Urban Libraries Council. "Partners for the Future: Public Libraries and Local Governments Creating Sustainable Communities." 2010, https://issuu.com/gogreenila/docs/0110ulc_sustainability_singlepages . Accessed 13 April 2021.

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AGENDA MEMORANDUM

DATE: May 6, 2021
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Report and discussion on the Watauga Library Operations

BACKGROUND/INFORMATION:

Verbal update on the Library.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Watauga Library Board Members discuss the contents of the report provided on the Watauga Library Operations.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager
Raquel Guajardo, Deputy City Secretary
Approved as to form for inclusion on Agenda

Approved - 5/10/2021
Final Approval - 5/10/2021



AGENDA MEMORANDUM

DATE: March 16, 2021
TO: Library Board Members
FROM: Raquel Guajardo, Deputy City Secretary
SUBJECT: Discuss and consider action on the Library Board Meeting Minutes for March 11, 2021

BACKGROUND/INFORMATION:

The March 11, 2021 meeting minutes are attached for Board review and consideration.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Board consider and take action on the March 11, 2021 meeting minutes.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 031121 Library Board Minutes DRAFT

REVIEWED BY:

Lana Ewell, Director of Library Services

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 5/6/2021

Final Approval - 5/10/2021

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
VIDEOCONFERENCE
THURSDAY, MARCH 11, 2021
6:00 PM**

CALL TO ORDER

Chairman Woodruff called the Library Board meeting held by videoconference to order at 6:00 p.m.

ROLL CALL

Kip Woodruff
Lindsey Neal
Kristen Chapman
Joy Don Baker
Carol Z. Coy
Henrietta Egenti
Sharon Subjeck

Chairperson/Place 7
Vice Chairperson/Place 1
Secretary/Place 6 (Absent with Notice)
Member/Place 2
Member/Place 3 (Absent without Notice)
Member/Place 4
Member/Place 5 (Absent with Notice)

and

Lana Ewell
Barbara Goss
Andrea Gardner
Art Miner
Jan Hill

Library Director
Senior Librarian - Youth Services
City Manager
Mayor
Council Liaison

ANNOUNCEMENTS

None.

REPORTS FROM STAFF

1. Report and discussion on the Watauga Library Operations

Ms. Ewell reported that operations were going well; preparations are being made for a soft open on April 5, 2021; and virtual programming is gathering momentum. Ms. Ewell also shared a patron email praising Ms. Goss' creativity and commitment to the community. Ms. Ewell further reported that the new consortium is coming along and evolving.

Vice Chair Neal asked for clarification regarding the soft open in which Ms. Ewell explained it would be by appointment with an allowance of 45 minutes in which staff will sanitize between each use. The appointments will be made using a phone call software and directions to use the software will be available the week prior to opening.

Ms. Gardner stated that CivicPlus could be used to schedule appointments in which Ms. Ewell responded that she would contact IT to explore the option.

Director Egenti inquired regarding notification to patrons about available activities. Ms. Ewell replied that activities will be held outside for social distancing and all activity information would be published.

2. Report and discussion on the Watauga Library Senior Youth Programming

Ms. Goss provided information to the board regarding online programming with the use of Beanstack. The Beanstack challenge is to engage and have residents become familiar with the program. Youth services and story time is being done through Facebook and WebEx. Ms. Goss also announced that a college program via WebEx will be held March 16, 2021, to cover the admissions process and how to pay for college. The program will also have breakout sessions with 30 schools to allow students and parents to ask questions.

Ms. Goss further reported on conducting Storytime in the park, Spring Break, and holiday cards sent to seniors during December 2020. Chairman Woodruff praised Ms. Goss for her innovation and service.

Vice Chair Neal commented that she has participated in these activities and is very proud of the services the library provides.

Chairman Woodruff inquired regarding Mayor Miner's and Council Member Hill's last visit to the library and thanked them and Ms. Gardner for their support.

PUBLIC COMMENT

Request to Speak forms were not received.

PUBLIC TESTIMONY FOR ACTION ITEMS

Request to Speak forms were not received.

ACTION ITEMS

1. Discuss and consider action on the Library Board Meeting Minutes for January 14, 2021

Vice Chair Neal made a motion to approve the January 14, 2021 meeting minutes as presented. The motion was seconded by Director Baker.

As there was no further discussion, Chairman Woodruff requested the vote be taken by a show of hands. Motion carried 4-0-0-3.

Ayes: Woodruff, Baker, Neal, Egenti

Nays: None

Abstain: None

Absent: Coy, Subject, Chapman

Ms. Ewell and Ms. Gardner notified the board that changing meeting days from Thursday to Tuesday would require an amendment to the bylaws. The item can be added to the next meeting agenda with support of at least two (2) board members. Chairman Woodruff, Vice Chair Neal, Director Egenti and Director Baker supported the item to be placed on the next meeting agenda for discussion.

Ms. Ewell stated that the next Library Board meeting is scheduled May 13, 2021.

Vice Chair Neal inquired regarding quorum requirements in which Chairman Woodruff responded that he would discuss with Mayor Miner and Ms. Gardner.

Ms. Gardner asked Mr. Woodruff to visit the City Secretary's Office to sign documents.

ADJOURNMENT

With no further business to discuss, Chairman Woodruff adjourned the meeting at 6:20 p. m.

APPROVED: this ____ day of _____, 2021.

SIGNED: this ____ day of _____, 2021.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Kristen Chapman, Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: May 5, 2021
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Discuss and consider action to recommend to the City Council a change to the regular Library Board Meeting schedule

BACKGROUND/INFORMATION:

In the City of Watauga Code of Ordinances Library Section 20-28, it states "The Board shall hold regular meetings every other month and shall by majority vote determine the time and place of those scheduled meetings. Variations from this schedule will be on an as-needed basis to be determined and scheduled by the chairperson. A quorum shall consist of a majority of regularly appointed members serving at that time. Council liaisons shall not be counted to constitute a quorum. The meetings shall be conducted under the requirements of Robert's Rules of Order with the chairperson presiding at each meeting, or the vice-chairperson in the chairpersons absence. The secretary of the board shall record the minutes of the proceedings of the meetings and shall submit the same to the City Manager through the City Secretary as previously described for inclusion in the monthly report from the City Manager to the City Council. All meetings shall be open to the public and shall be conducted in accordance with V.T.C.A., Government Code Ch. 551, the Open Meeting Act. (Code 2001, 9.808, Code 2010, 1.04.068)"

The reason for this request is that the Library is open to the public on Thursday nights. There are times when this leaves the staff short-handed on the Thursday night shift. The Library is not open on Tuesday evenings, so there is no conflict. If the Library Board makes this recommendation, it will then be sent on to the City Council for final approval.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

City staff respectfully requests that the Library Board take action to recommend changing the Library Board Meeting to Tuesday (specific date to be determined) every other month.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:



AGENDA MEMORANDUM

1. Code of Ordinances Chapter 20 Library

REVIEWED BY:

Andrea Gardner, City Manager

Raquel Guajardo, Deputy City Secretary

Approved as to form for inclusion on Agenda

Approved - 5/10/2021

Final Approval - 5/10/2021

Code of Ordinances



Watauga, Texas - Code of Ordinances / Chapter 20 - LIBRARY / ARTICLE II. - LIBRARY BOARD



Watauga, TX

Code of Ordinances

➤ CODE OF ORDINANCES WATAUGA, TEXAS

SUPPLEMENT HISTORY TABLE modified

➤ PART I - CHARTER modified

CHARTER COMPARATIVE TABLE - ORDINANCES modified

➤ Chapter 1 - GENERAL PROVISIONS

➤ Chapter 2 - ADMINISTRATION

➤ Chapter 4 - ALCOHOLIC BEVERAGES

➤ Chapter 6 - ANIMALS

➤ Chapter 8 - EMERGENCY MANAGEMENT AND EMERGENCY SERVICES

➤ Chapter 10 - ENVIRONMENT AND NATURAL RESOURCES

➤ Chapter 12 - FEE SCHEDULE

➤ Chapter 14 - FIRE PREVENTION AND PROTECTION

➤ Chapter 16 - HEALTH

➤ Chapter 18 - LAW ENFORCEMENT

✓ Chapter 20 - LIBRARY

➤ ARTICLE I. - IN GENERAL

✓ ARTICLE II. - LIBRARY BOARD

Sec. 20-21. - Created; powers and duties.

Sec. 20-22. - Residency requirement.

Sec. 20-23. - Composition; appointment and removal of members.

Sec. 20-24. - New members.

Code of Ordinances



Sec. 20-25. - Liaisons.

Sec. 20-26. - Officers.

Sec. 20-27. - Compensation of members; fundraising activities; expenditures.

Sec. 20-28. - Meetings.

Sec. 20-29. - Assistance by city staff.

- Chapter 22 - LICENSES, PERMITS AND BUSINESS REGULATIONS
- Chapter 24 - MUNICIPAL COURT OF RECORD
- Chapter 26 - NUISANCES
- Chapter 28 - OFFENSES AND MISCELLANEOUS PROVISIONS
- Chapter 30 - PARKS AND RECREATION FACILITIES
- Chapter 32 - SOLID WASTE
- Chapter 34 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
- Chapter 36 - TAXATION
- Chapter 38 - TELECOMMUNICATIONS
- Chapter 39 - SMALL CELL ANTENNA DESIGN MANUAL
- Chapter 40 - TRAFFIC AND VEHICLES
- Chapter 42 - UTILITIES
- Subpart B - LAND DEVELOPMENT

CODE COMPARATIVE TABLE - 2001 CODE

CODE COMPARATIVE TABLE

CODE COMPARATIVE TABLE - ORDINANCES

STATE LAW REFERENCE TABLE modified

< Sec. 18-25. - Vacancies and appointments.

Chapter 22 - LICENSES, PERMITS AND BUSINESS REGULATIONS >

Chapter 20 - LIBRARY



ARTICLE I. - IN GENERAL



Sec. 20-1. - Failure to return materials; damaging materials.

- (a) Any person, firm or corporation who willfully detains any book, magazine, newspaper, pamphlet, manuscript, audiovisual material, video recording, microcomputer software or any other property belonging to the city public library for a period of 30 days following written notice being sent to the borrower at the address on file in the city public library to return the same, such notice being sent after the expiration of the time by which the rules of the city public library allow such property to be retained, shall be subject to a fine in accordance with section 1-7.
- (b) Any person, firm or corporation who willfully injures or defaces any book, magazine, newspaper, pamphlet, manuscript, audiovisual material, video recording, microcomputer software or any other property belonging to the city public library by writing, marking, tearing, breaking or otherwise mutilating such property loaned by the city public library shall be subject to a fine in accordance with the general penalty provision found in section 1-7.

(Code 2001, art. 1.400; Code 2010, § 1.11.001)

State Law reference— Theft, V.T.C.A., Penal Code ch. 31; criminal mischief, V.T.C.A., Penal Code § 28.03.

Secs. 20-2—20-20. - Reserved.

ARTICLE II. - LIBRARY BOARD

Sec. 20-21. - Created; powers and duties.

- (a) There is hereby created for the city a board which shall be known as the "library board" (hereinafter "the board"). The board shall have powers and duties as follows:
 - (1) Act in an advisory capacity on all matters pertaining to the library operated by the city;
 - (2) Recommend policies to govern the operation and programs of the city public library;
 - (3) Assist in planning and provide guidance for expansion of library facilities;
 - (4) Assist in interpreting the policies and functions of the library department to the public;
 - (5) Encourage in every possible manner the development and advancement of the city public library;
 - (6) Abide by applicable ordinances of the city; and
 - (7) Do and perform such other acts as shall be delegated to the board by the city council.
- (b) The board shall have no authority in the hiring or assignment of employees or volunteers in

Code of Ordinances

the library for the city. The board shall not have any authority in the activities or the establishment of salary ranges for such employees. Further, the board and its members shall direct all communications concerning city officers and employees through the office of the city manager and neither the board nor its members shall instruct or direct any such officer or employee, either publicly or privately.

(Code 2001, § 9.801; Code 2010, § 1.04.061)

Sec. 20-22. - Residency requirement.

Each member of the board shall be a resident of the city and shall be a qualified registered voter for the city on the date of appointment to the board and shall remain a resident and a qualified registered voter so long as they continue to serve on the board.

(Code 2001, § 9.802; Code 2010, § 1.04.062)

Sec. 20-23. - Composition; appointment and removal of members.

- (a) The library board shall consist of seven regular members. Places on the board shall be numbered one through seven with all members appointed for two-year terms to expire August 31. Members serving in odd-numbered places shall have their terms expire on each odd-numbered year, and members serving in even-numbered places shall have their terms expire on even-numbered years. The board may submit to the mayor the names of those current members who are recommended for reappointment. An interview committee composed of three members of the city council shall be appointed by the mayor for a term of one year (October 1 through September 30) to interview applicants to fill vacancies on the board. The mayor shall designate one of these three members as an "alternate." In the event the city council has a quorum of four members, all three members (including the alternate) shall serve in their capacity to interview applicants. In the event the city council has a quorum of three members, the alternate will not participate in the interviewing of applicants. However, the alternate shall serve in his or her capacity to interview applicants in the absence of one of the two other members. Members of the interview committee, individually, or as a group, shall submit the names of those recommended for appointment to the mayor. No person shall be recommended for appointment to the mayor by a member of the interview committee unless they have been interviewed by at least one member of the interview committee. The mayor may accept or reject the names submitted. The mayor, subject to the approval and consent of the city council in an open meeting, shall appoint members to the board.
- (b) The board shall recommend to the mayor and city council removal of any member who is absent from two consecutive meetings without first notifying the chair or the city secretary's office by 12:00 noon of the meeting date and/or fails to exhibit a general interest in the

Code of Ordinances

endeavors of the board. Two consecutive absences by a member, whether or not the member first notifies the chair or the city secretary's office by 12:00 noon of the meeting date, shall require a specific agenda item at the next regularly scheduled meeting to determine if the reasons for the absences are sufficient to be excused or constitute a failure to exhibit a general interest in the endeavors of the board. Members serve at the pleasure of the city council and may be removed at the discretion of the council.

(c) No city staff member or employee shall be a member of the board.

(Code 2001, § 9.803; Code 2010, § 1.04.063; Ord. No. 1439, § I, 2-22-2010; Ord. No. 1539, § I, 1-27-2014; Ord. No. 1676, § I, 10-22-2018)

Sec. 20-24. - New members.

Upon completion of the appointment process, new members should become familiar with all aspects, duties and responsibilities of the library board. The board secretary shall furnish the telephone numbers of other board members and staff, the governing regulations, and any other pertinent information to the new member within seven days of the new member's appointment.

(Code 2001, § 9.804; Code 2010, § 1.04.064)

Sec. 20-25. - Liaisons.

(a) In addition to regular board members, the board shall have two members of the city council appointed by the mayor subject to the approval and consent of city council to serve as liaisons to the board. The purpose of the liaisons is to provide guidance to the board in matters pertaining to city administration and home rule charter affairs, and to provide interface with city staff, the city attorney, and the full city council in any matters that may arise. City council liaisons shall not have the right to vote in any matter before the board, but shall have the right to fully participate in all discussions of matters that come before the board.

(b) The appointment of liaisons by the mayor shall be at the second meeting in June of each year.

(Code 2001, § 9.805; Code 2010, § 1.04.065)

Sec. 20-26. - Officers.

(a) *Composition.* The officers of the board shall be a chairperson or chair, a vice-chairperson, and a secretary.

(b) *Membership; term.* At its first meeting in September 1 of each year, the membership of the board shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.

(c) *Vacancies.* Vacancies that occur in office are to be filled as follows:

Code of Ordinances (1) In the event of a vacancy or incapacity of the chairperson, the vice-chairperson shall be the chairperson for the unexpired portion of the term).

(2) Vacancies that occur in the other offices shall be filled by special election for the unexpired term.

(3) Vacancies occurring in any office shall be filled at the next meeting of the board.

(d) *Duties.* Duties of the officers shall be as follows:

(1) *Chairperson.*

a. Preside at all meetings.

b. Represent the board at public functions.

c. Appoint special committees.

d. Provide an agenda for each meeting, including an item requested by any other board member, or by the director of the department with whom this board directly interfaces. The agenda shall be provided to the city secretary no less than five working days prior to any meeting to provide proper posting notice in accordance with state open meetings laws.

e. Schedule meetings of the board, if other than the pre-established time, day, or week of the month.

f. Shall be permitted to vote on issues coming before the board.

(2) *Vice-chairperson.* Assist the chairperson in directing the affairs of the board and act in the chair's absence.

(3) *Secretary.*

a. Is responsible for the accuracy of the minutes of the board's meetings. A draft copy of those minutes will be provided to the city secretary within three working days following any meeting.

b. Shall sign the approved minutes.

(Code 2001, § 9.806; Code 2010, § 1.04.066)

Sec. 20-27. - Compensation of members; fundraising activities; expenditures.

(a) All members of the board shall serve without compensation.

(b) The board shall obtain authorization from the city council through its liaison prior to seeking any donations, engaging in any solicitations, or other fundraising activity. All other revenues derived from fundraising activities shall be deposited into the city general fund and utilized to support related activities as determined by the city council during the budgeting process or review for all city departments. No debts of any kind or character shall be made or incurred by the board or anyone acting on its behalf without the express authority of the city council.

(Code 2001, § 9.807; Code 2010, § 1.04.067)

Code of Ordinances



Sec. 20-28. - Meetings.



The board shall hold regular meetings every other month and shall by majority vote determine the time and place of those scheduled meetings. Variations from this schedule will be on an as-needed basis to be determined and scheduled by the chairperson. A quorum shall consist of a majority of the regularly appointed members serving on the board at that time. Council liaisons shall not be counted to constitute a quorum. The meetings shall be conducted under the requirements of Robert's Rules of Order with the chairperson presiding at each meeting, or the vice-chairperson in the chairperson's absence. The secretary of the board shall record the minutes of the proceedings of the meetings and shall submit the same to the city manager through the city secretary as previously described for inclusion in the monthly report from the city manager to the city council. All meetings shall be open to the public and shall be conducted in accordance with V.T.C.A., Government Code ch. 551, the Open Meetings Act.

(Code 2001, § 9.808; Code 2010, § 1.04.068)

Sec. 20-29. - Assistance by city staff.



- (a) City departments are to furnish the board with reports and services at the direction of the city manager or city council.
- (b) The board may receive reports, advice and available services from the various city departments as required and directed by the city manager or his designated representative. The library director and his staff will be available for advice and consultation, and shall cooperate with and render such services for the board as shall be reasonably necessary for the operations of the board.

(Code 2001, § 9.809; Code 2010, § 1.04.069)

< Sec. 18-25. - Vacancies and appointments.

Chapter 22 - LICENSES, PERMITS AND BUSINESS REGULATIONS >