

# TOWN OF BELGRADE

## BELGRADE PUBLIC LIBRARY

### ORDINANCE

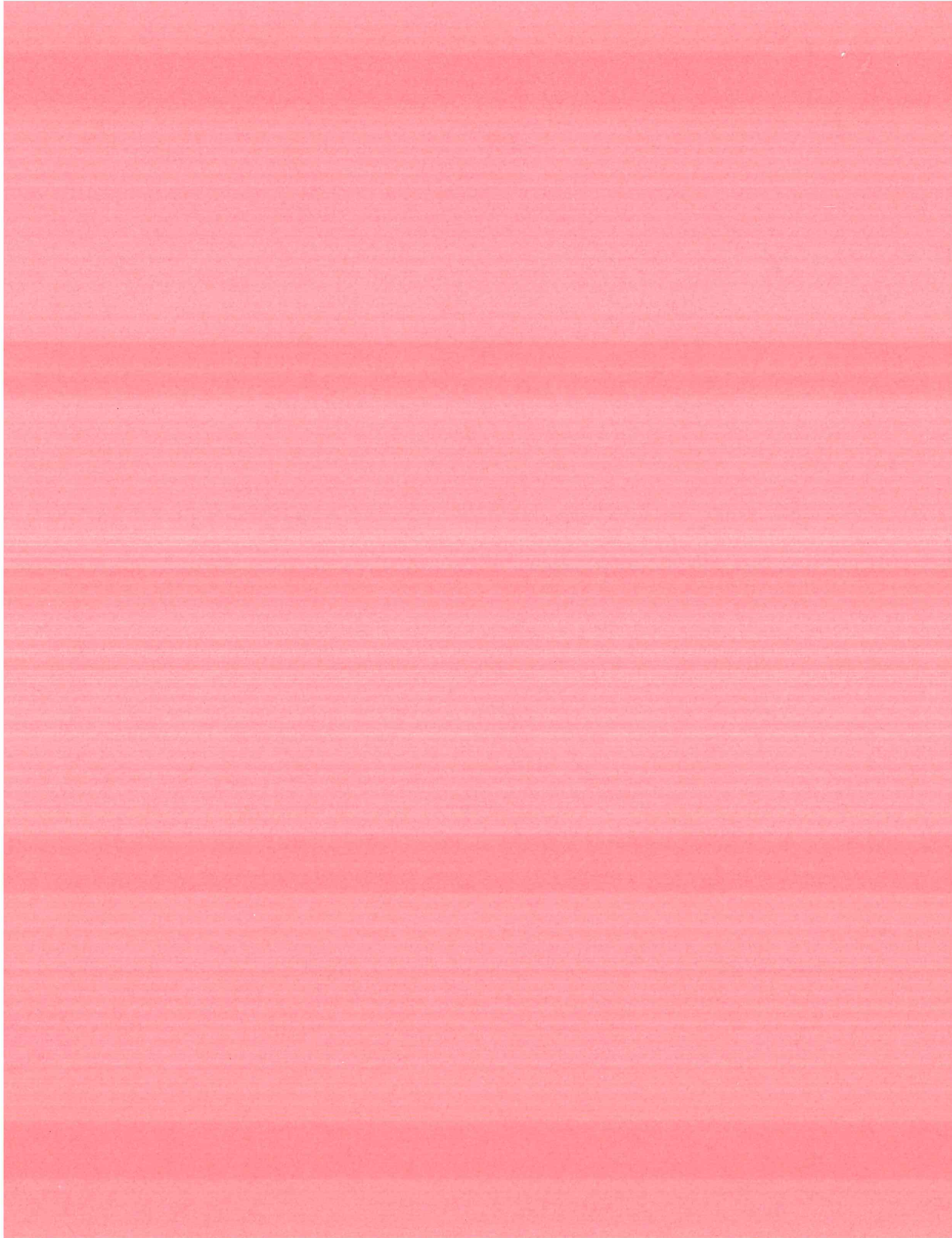
Originally Enacted Date: June Referendum 2000

Approved Amendment Dates: March 14, 2008, July 14, 2020

CERTIFIED BY: *Mary J. Vogel*

CERTIFIED BY: Mary J. Vogel

TITLE: Town Clerk



## **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) voting members appointed by the Select Board and responsible to the Town Manager and Select Board.

### **§ 2. Membership; Appointments; Terms**

#### **A. Library Trustees**

Library Trustees shall be appointed for staggered terms of three (3) years. Trustees shall be eligible to serve no more than four (4) full terms in succession. Terms shall coincide with the first Select Board meeting after the annual town meeting. The Board of Trustees and the Town Clerk shall maintain an up-to-date list of trustees and their terms.

Trustee members shall be qualified electors and residents of the Town. They shall comply with the provisions of 30-A MRSA 2605. If any Library Trustee no longer meets the above qualifications, or is convicted of a crime punishable by incarceration for six (6) months or more, his/her position will immediately become vacant.

#### **B. Summer Resident Representative**

The Summer Resident Representative shall be a seasonal summer resident of the Town of Belgrade for at least four (4) months of the year. The term for this position will be three (3) years, renewable up to four (4) terms, and will coincide with the first Select Board meeting after the annual town meeting. Candidates for this position will be recommended to the Select Board by the Library Board of Trustees. This is a nonvoting and non-compensated position.

The duties of the Summer Resident Representative are as follows:

- (1) Advise the Board of Trustees on matters pertaining to the needs and opinions of summer resident patrons.
- (2) Maintain familiarity with the Library's programs and services.
- (3) Assist in promotion of Library summer programs and services.
- (4) Contribute ideas and suggestions for discussion at Trustee meetings.

#### **C. Youth Representative**

The Youth Representative shall be a high school student and resident of the Town. The term for this position will be one (1) year, renewable up to four (4) years, and will coincide with the first Select Board meeting after the annual town meeting. Candidates for this position will be recommended to the Select Board by the Library Board of Trustees. This is a nonvoting and non-compensated position.

The duties of the Youth Representative are as follows:

- (1) Advise the Board of Trustees on matters pertaining to the needs and opinions of young adult patrons.
- (2) Maintain familiarity with the Library's programs and services.
- (3) Assist in the promotion of young adult Library programs and services.



(4) Contribute ideas and suggestions for discussion at Trustee meetings.

**§3 Authorities and Duties**

A. The Library Board of Trustees shall be responsible to the Town Manager and Select Board 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 authority to:

(1) Advise the Town Manager and Select Board 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. The policies shall not be inconsistent with the rules, regulations, administrative procedures and ordinances of the Town and are subject to the approval of the Select Board.

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

(1) Advise and support Library management.

(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 that 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 Select Board, 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 stay abreast of current library trends, technology, and legislation.

**§ 4 Compensation of Members**

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

**§ 5 Meetings; Attendance; Officers**

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 and posted on the town website. It shall also provide a method for calling special meetings that 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 Robert's Rules of Order.

C. Attendance at meetings.

If a Library Trustee is absent for more than three (3) consecutive regular meetings of the Board without suitable reason 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 Select Board, which may then remove the absent member and fill the vacancy in the manner provided in § 7.

D. Officers.

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

E. Duties of Officers.

The Chair shall preside at meetings of the Board of Trustees, and act as liaison between the Board of Trustees and the Town Manager.

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

The Treasurer serves as liaison between the Board of Trustees and town officials responsible for Library finances, including but not limited to, the Library Director, Town Treasurer, Town Manager, Town Budget Committee and Select Board.

The Secretary shall keep a record of all proceedings of the Board, providing the Town Manager, Town Clerk, and Library Director with a copy of minutes of each Board meeting, shall attend to correspondence as required, and shall work in conjunction with the Library Director to keep on file all important documents.

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 rescheduled before the next regularly scheduled meeting, it shall be done in the same manner as is required for special public meetings of other town boards and agencies.

**§ 6 Vacancies**

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

**§ 7 Appointment of Library Director; Removal**

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

an advisory capacity.

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 Select Board.

**§ 8 Qualifications, authorities, and duties of the Library Director; Absence**

**A. Qualifications.**

The Library Director shall possess relevant administrative qualifications and experience in and knowledge of accepted library practices. Other factors may also be considered.

**B. Authorities and Duties.**

The Library Director shall work in collaboration with the Board of Trustees, Town Manager, and Select Board for the proper administration of all Library affairs. She or he shall have the authority and be required to:

- (1) 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 Select Board.
- (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.**

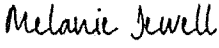
In the event of approved absence, illness, disability or departure of the Library Director, the Town Manager may appoint a person to perform the duties of the Library Director, with the final approval of the Select Board, until she or he may return or be replaced.

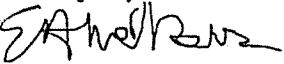
Effective Date: JUNE REFERENDUM OF 2000


Approved Amendment: MARCH 14, 2008


Amendments were submitted to the voters of the Town of Belgrade and adopted on July 14, 2020.

DocuSigned by:  
  
0AA1DA5B4B274F0...  
Richard Damren, Selectperson

DocuSigned by:  
  
0B06E33B8B994E9...  
Melanie Jewell, Selectperson

DocuSigned by:  
  
237038EPE854FE...  
Ernst Merckens, Selectperson

DocuSigned by:  
  
DB7609D43FC14ED...  
Daniel Newman, Selectperson

DocuSigned by:  
  
215DF03286344CB  
Kathleen Wall, Selectperson





