



## Dr. Hector P. Garcia Memorial Library Board Manual

Approved by Dr. Hector P. Garcia Memorial Library Board: January 29<sup>th</sup>, 2013

Adopted by City Commission: February 19<sup>th</sup>, 2013

## **Dr. Hector P. Garcia Memorial Library Board**

AN ORDINANCE REPEALING ORDINANCE #36 AND ADOPTING NEW PROCEDURES IN THE LIBRARY BOARD MANUAL; PROVIDING MEMBERSHIP COMPOSITION AND PROCEDURES; PROVIDING FUNCTIONS AND RESPONSIBILITIES; PROVIDING ADMINISTRATIVE SUPPORT; PROVIDING FOR A SAVINGS AND REPEAL CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS, THAT:

### **SECTION 1 MEMBERSHIP AND PROCEDURES**

MEMBERSHIP COMPOSITION: The Board shall consist of seven (7) members, each to be a resident of the City of Mercedes, or work in or operate a business in the city, and shall be at least eighteen (18) years of age, and of good moral character and standing in the community. The Mayor and City Commissioners shall be ex-officio members of the Board. The Executive Director and Board Secretary shall be staff members and also ex-officio members of the Board.

- a. Appointment: Members shall be appointed by the Mayor and members of the City Commission.
- b. Term of Members: Four members will serve a three-year term while three members will serve a two-year term as initial terms and thereafter serve three year terms.
- c. Presiding Officer: The Board shall annually select, by majority vote of members present, a chairperson and a vice chairperson. The chairperson may be re-elected for no more than two consecutive terms. The vice chairperson shall preside at meetings in the absence of the chair person.

MEMBERSHIP TERMINATION: Membership on the Board may be terminated before expiration of the appointment under the following conditions:

- a. Resignation: A member may submit in writing to the City Commission his or her resignation for any reason considered appropriate by the resigning member. A copy of the letter of resignation will be provided to the Board chair person.
- b. Forfeiture: An appointee shall forfeit his membership if such appointee fails to attend three (3) consecutive meetings in a calendar year or misses more than 50% of the meetings in any twelve month period.

FILLING VACANCIES: Whenever a vacancy exists, the chairperson shall immediately call such situation to the attention of the Mayor and City Commission.

#### MEETINGS:

- a. Quorum: Four (4) members present shall constitute a quorum for conducting official Board business at a regular meeting. A majority vote of quorum or a majority vote of members present, whichever is greater, shall determine all Board recommendations and actions. The chairperson shall vote as a member of the Board. A tie vote constitutes no action.

- b. City Staff: All meetings shall be attended by the Dr. Hector P. Garcia Memorial Library Director and Board Secretary. Staff members shall provide all information required by the Board in the conduct of its official functions and within the scope of its responsibilities. Neither the Director nor any staff member shall have a vote on any question considered by the Board.
- c. Robert's Rules of Order: The newest version of Robert's Rules of Order shall be observed in the conduct of all Board meetings.
- d. Regular Meetings: The Board shall convene as needed, but not less than once a quarter. The dates and times are established to be the fourth Tuesday of each month in which the Board has business to conduct. From time to time, the date and location may be changed at the convenience of the membership or based on availability of facilities. Any permanent change in meeting date and time will be voted upon by the Board membership.
- e. Special Meetings: The Board may hold such special meetings as deemed necessary in the conduct of its business. Such special meetings may be called by the Chairperson or at the request of four or more Board Members.
- f. Public Notice Of Meetings: All meeting of the Board shall be open to the public. The Director shall ensure that notice of all meetings – citing date, time, place and subjects to be considered -is posted on the City Hall bulletin board not later than 72 hours prior to the meeting.

## **SECTION 2 FUNCTIONS AND RESPONSIBILITIES**

GENERAL: Generally, the Board's function and responsibility is to educate and engage citizens to take responsibility for improving their library. The improvement of the library can be successfully undertaken by advertising the library and its services, programming, and material whenever possible, by fundraising for the library through events and campaigns, by advocating literacy, and finally by reviewing and approving pertinent policies and procedures that will be beneficial to the community. They are expected to provide a link between the citizens of the community, elected officials of the City, and the professional staff of the Library Department. The Board shall act in a review and advisory capacity. The Director shall consider all recommendations and, within the scope of the City fiscal and management policies, carry out such recommendations within that context.

THE BOARD'S ACTION INSTRUMENT: The Board shall express its consensus on such various questions concerning operating policies, projects and programming, and other significant propositions it deems proper by the way of a formal recommendation to City Commission.

### COMMUNITY LIAISON:

- a. It shall be the responsibility of all members of the Board to actively seek out the opinions, needs, and desires of the public regarding library material, services, and programming and to convey these opinions to the Board and the Executive Director.

- b. To effectively carry out this responsibility it is necessary that all Board members participate as fully as possible in all Board meetings and outside functions. The Director shall maintain a calendar of events to keep the Board abreast of the plans and programs underway or intended.
- c. The Board may, as it deems proper, from time to time, invite interested individuals and/or groups to attend Board meetings and to present appropriate suggestions and/or recommendations.
- d. From these inputs the Director shall, within the constraints of City fiscal and management policy, attempt to incorporate those suggestions and/or recommendations into the existing system or into future plans, providing that such suggestions or recommendations are, in the opinion of the Board, feasible and acceptable.

### **SECTION 3 ADMINISTRATIVE SUPPORT**

GENERAL: The Director shall provide such administrative support as may be required by the Board to carry out its official functions. Meeting space in the library shall be made available as needed.

PRELIMINARY ADMINISTRATIVE STAFF WORK: The Director's staff shall provide displays, statistics, quotations, project summaries and any written material that will be helpful to the Board in its deliberations.

REPORTS: The Director shall prepare not less than once a year a report of department programs, facilities and projects. This report will be distributed to all members of the Board. He/she will also prepare upon request, such special reports as may be requested by the Board from time to time.

#### PREPARATION OF AGENDA:

- a. Five (5) days prior to the regularly scheduled monthly meeting the Director will prepare a preliminary Board agenda. The Director's secretary will contact the chairperson by phone to determine any other items that the Board may wish to consider.
- b. A formal agenda will then be prepared and mailed or delivered to individual members, along with the date, time and place of the regularly scheduled meeting. Any pertinent reports or summaries will be included in this package so as to ensure adequate member preparation for the meeting.
- c. Members should make every effort to contact the Director's secretary by phone no later than one (1) day prior to the meeting date if attendance is impossible.
- d. Meetings that cannot meet a quorum may be held or cancelled at the discretion of the chairperson, but no official meeting may be held nor may recommendation be made to the City Commission without a quorum acting upon it.

#### MINUTES AND CORRESPONDENCE:

- a. The Director's secretary or other designee will take the minutes of all meetings and will prepare copies of same.
- b. A copy of the minutes of each meeting shall be reviewed by the Board at the next meeting and be approved and/or amended by vote of the Board.
- c. All correspondence required by the Board will be prepared by the Director or his designated representative.

SAVINGS AND REPEAL CLAUSE: If any provision, exception, section, subsection, paragraph, sentence, clause, or phrase of this ordinance or the application of the same to any person or set of circumstance shall for any reason be held unconstitutional, void, or invalid, such invalidity shall not affect the remaining provision of this Ordinance or their application to other person or sets of circumstances, and, to this end, all provision of this Ordinance are declared to be severable, and, all ordinances or parts thereof in conflict herewith are hereby repealed.

EFFECTIVE DATE: Said Ordinance will become effective in accordance with the laws of the State of Texas and of the City Charter of the City of Mercedes, Texas.

PASSED, APPROVED AND ADOPTED THIS THE 19<sup>TH</sup> DAY OF FEBRUARY, 2013, ON FIRST READING.

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Henry Hinojosa, Mayor

ATTEST:

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Arcelia Felix, City Secretary

APPROVED AS TO FORM:

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Juan Molina, City Attorney

