

## ORDINANCE #194

### AN ORDINANCE ESTABLISHING A PUBLIC LIBRARY BOARD FOR AND IN THE CITY OF HOUSTON, MINNESOTA

#### BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON:

##### SECTION 1: PURPOSE

The purpose of this ordinance is to define the composition, organization, powers, funding and protocol of the Public Library Board for and in the City of Houston, Minnesota.

##### SECTION 2: BOARD COMPOSITION

Subdivision 1: Number of Members. The library board shall consist of seven (7) members, all having full voting privileges. Five (5) members shall be residents of the City of Houston. Two (2) members shall be residents of Houston County. The Mayor, with the consent of the City Council shall appoint all members.

Subdivision 2: Term(s) of Office. Of the five (5) City members, one (1) shall be a City Council person, whose term on the library board shall be for a period of one (1) year. The Houston County residents appointed shall also be for a period of one (1) year. The City Council representative and the Houston County residents appointments shall be made each year during the annual committee appointment process of the City Council. Of the four (4) remaining City members, two (2) shall serve for a term of one (1) year and two (2) shall serve for a term of two (2) years. Thereafter with the exception of the City Council representative and the Houston County resident appointments, members shall be appointed or reappointed to the library board and shall serve for a term of three (3) years. A library board member shall not be eligible to serve more than three (3) consecutive three-year terms. Vacancies shall be filled by the City Council for the remainder of the original term. Members shall serve until a successor is appointed and qualifies. The Mayor with the consent of the City Council may remove any member.

Subdivision 3: Organization and Procedures. The library board shall choose one (1) of its members as president and one (1) member as secretary. The library board shall adopt bylaws and regulations of the government of the library and for the conduct of its business as may be deemed expedient and conformable to expenditure of all money collected for and placed to the credit of the library fund; of interest earned on all money collected or placed to the credit of fund; of the construction of library buildings, and of the grounds, rooms and buildings provided for library purposes.

Subdivision 4: Compensation. Library board members shall receive no compensation for their services but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities.

##### SECTION 3: POWERS OF BOARD

Subdivision 1: Generally. In order to carry out the general powers granted in accordance with Minnesota State Statute and this Ordinance, the library board shall have the powers granted in the following subdivisions.

Subdivision 2: Employment. The library board shall recommend a qualified library director and other staff as necessary, recommend the compensation of employees, and recommend removal of any of them for cause.

Subdivision 3: Construction Contracts. With the approval of the City Council, the library board may purchase grounds and erect a library building thereon. The library board may, with the consent of the City Council, make contracts and leases for the construction and operation of these

facilities for terms not exceeding ten (10) years. The library board may lease rooms for library use. Every such contract and lease shall provide that the structure shall be operated for the public use and convenience, and that the charges shall be reasonable and it shall reserve to the library board power to prescribe reasonable rules and regulations from time to time for the conduct of the privilege.

Subdivision 4: Purchase of supplies, equipment and services. The library board may purchase all necessary materials, supplies, equipment and services.

Subdivision 5: Maintenance. The library board shall maintain, beautify and care for all library property.

Subdivision 6: Additional Powers. The library board may perform whatever other acts are reasonable, necessary and proper to carry out the powers granted by Minnesota State Statute and this Ordinance.

#### **SECTION 4: LIBRARY FUNDS**

Subdivision 1: Establishment. For the purpose of carrying out the powers, duties and responsibilities of the library board, there shall be established a 'special fund' to be called a "Library Fund". All money received for the library shall be paid into the City treasury, credited to the library fund, kept separate from other money of the City, and paid out only upon approval by the board. The City Council may transfer to the library fund the money it deems necessary for public library purposes.

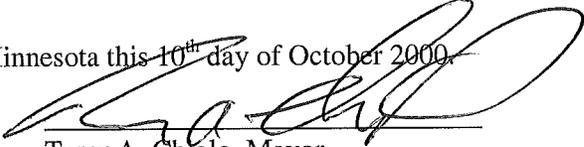
Subdivision 2: Budget. No later than September 1 of each year or any other date fixed by State Statute, the library board shall present to the City Administrator in the manner and detail the City Council requires, its estimate of the financial needs of the library board for the ensuing fiscal year.

Subdivision 3: Annual Report(s). As soon as practicable following the end of the fiscal year the library board shall report to the governing body of the City all amounts received during the preceding year and sources thereof, the amounts expended and for what purposes, the number of library materials on hand, the number purchased and loaned, and such other information as it deems advisable. No later than April 1 of each year the library board shall file this information with the department of education on forms supplied by the department.

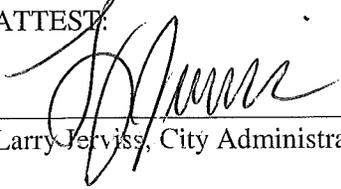
#### **SECTION 5: EFFECTIVE DATE**

That this Ordinance shall take effect immediately from and after its passage and publication according to law.

Passed by the City Council of the City of Houston, Minnesota this 10<sup>th</sup> day of October 2000.

  
Terry A. Chiglo, Mayor

ATTEST:

  
Larry Jerviss, City Administrator

(SEAL)