

BY-LAWS OF THE EFFIE & WILTON HEBERT PUBLIC LIBRARY BOARD

A. PURPOSE OF THE LIBRARY BOARD

- 1) To establish general Library policy insofar as it is local responsibility
- 2) To determine the purposes of the Library and to develop long-range plans for Library service
- 3) To represent the public and its interests in the operation of the Library
- 4) To promote support for the Library from the people of Port Neches
- 5) To interpret and report the needs of the citizens of Port Neches to the City Manager
- 6) To provide reports to the City Manager, City Council and to the community
- 7) To review the annual budget

B. MEMBERSHIP OF THE LIBRARY BOARD

The Library Board shall consist of five (5) voting members appointed by the City Council. Ex officio members are the City Manager, Library Director and the President of the Friends of the Port Neches Public Library. All Board members must be bona fide residents or business owners within the City of Port Neches and thereby listed on the city tax rolls. Each member shall be appointed to serve consecutive terms. Terms of the voting members of the Board should expire on a staggered basis with at least two (2) members to be appointed each year. In the event of an unfinished term, recommendations will be made and forwarded to the City Manager for action to fill vacancies from unfinished terms.

C. MEETINGS

The Board shall hold regular meetings as designated by the members of the Board. There must be a quorum present to conduct a legal meeting. A quorum is defined as three (3) board members. Special meetings can be called and shall be held in accordance with the above policies. The chairman has the duty to develop a projected twelve- (12) month calendar.

In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman.

D. POWERS OF THE LIBRARY BOARD

The Library Board of Trustees shall have no power to obligate the City of Port Neches, Texas, in any manner whatsoever. The Library Board of Trustees serves in an advisory capacity to the City Manager and the City Council on matters related to the Library operation and services.

E. DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD

- 1) Recommend a qualified Library Director to the City Manager
- 2) Determine and adopt written policies to govern the operation and program of the Library
- 3) Determine the purposes of the Library and recommend funding of the Library's program
- 4) Know the program and needs of the Library in relation to the community; keep abreast of standards and Library needs
- 5) Establish, support and participate in a planned public relations program
- 6) Advise in the preparation of the annual Library budget
- 7) Support implementation of local, state and national laws relevant to the Library
- 8) Establish among the Library policies those dealing with book and materials selection
- 9) Attend Board meetings regularly as required by City Ordinance and see that accurate records are kept on file at the Library.
- 10) Attend regional, state and national trustee meetings and workshops and affiliate with the appropriate professional organizations
- 11) Report regularly to the City Council and the general public

(Refer to Appendix contents' page for related Ordinance(s).)

AMENDED: Approved by Library Board on 1/2/10 ; Adopted by City Council on 1/21/10