

ORDINANCE NO. 2007-1245-B

**AN ORDINANCE OF THE CITY OF BROWNSVILLE AMENDING CHAPTER 62, OF THE CODE OF ORDINANCES, ESTABLISHING AND CREATING THE BROWNSVILLE PUBLIC LIBRARY SYSTEM ADVISORY BOARD OF THE CITY OF BROWNSVILLE; PROVIDING FOR THE BY-LAWS OF SAID BOARD; AUTHORIZING THE BROWNSVILLE PUBLIC LIBRARY SYSTEM FOUNDATION AND ITS ORGANIZATION; AND ORDAINING OTHER PROVISIONS RELATED TO THE SUBJECT**

WHEREAS, the City Commission of the City of Brownsville has established a Brownsville Public Library System Advisory Board as set forth in Chapter 62 of the Code of Ordinances of the City of Brownsville; and

WHEREAS, in order to better promote the health, safety and general welfare of the community, and its orderly development, it is proposed that Chapter 62 be enacted in the particulars hereinafter set forth:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF BROWNSVILLE:

Section I. That there is hereby created and established the Brownsville Public Library System Advisory Board.

Section II. That the By-laws of the Brownsville Public Library System Advisory Board of the City of Brownsville shall read as in the following attachment titled "By-Laws".

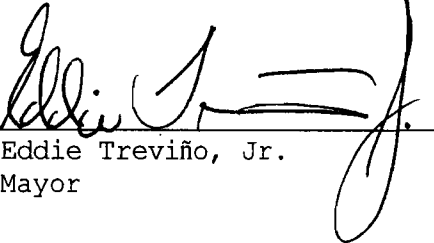
SECTION III. There is hereby created and authorized the Brownsville Public Library System Foundation and the Brownsville Public Library System Advisory Board is authorized to organize same.

SECTION IV. This Ordinance shall be in full force and effect immediately upon its final passage and approval by the City Commission and upon its publication as by the Charter of the City of Brownsville and the laws of the State of Texas provided.


INTRODUCED AND PASSED on First Reading on the 16<sup>TH</sup> day of January, 2007.

PASSED and APPROVED on the Second and Final Reading on the 6<sup>TH</sup> day of February, 2007.



  
Eddie Treviño, Jr.  
Mayor

Attest:

  
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Estela Von Hatten  
City Secretary

**ARTICLE I**  
ORGANIZATION

Section 1. The membership of the Brownsville Public Library System Advisory Board shall consist of nine (9) members appointed by the City Commission of the City of Brownsville. The Brownsville Public Library System Advisory Board may appoint special committees at their discretion. The President(s) of the Friends of the Brownsville Public Library System Organizations, or his/her designee, shall serve as an ex-officio, non-voting member of the Brownsville Public Library System Advisory Board.

Section 2. Brownsville Public Library System Advisory Board members shall be appointed by the City Commission at the pleasure of the City Commission in January of each year. Three members are to be appointed annually for a three-year term. The Brownsville Public Library System Advisory Board shall make recommendations to the City Commission of Brownsville for the appointment and re-appointment of members of the Brownsville Public Library System Advisory Board. All members of the Brownsville Public Library System Advisory Board should be residents of the City of Brownsville, Texas. No more than one half (1/2) of the members of the Brownsville Public Library System Advisory Board shall be actively engaged or employed in the same field. All appointments to the Brownsville Public Library System Advisory Board shall be made in January. Unexpired terms shall be filled as needed and those appointed shall serve out the remainder of that term.

Section 3. Any member of the Brownsville Public Library System Advisory Board who misses three consecutive meetings of the Brownsville Public Library System Advisory Board, without meritorious excuse, shall be automatically dropped from the membership thereof. No letter of resignation from that member is necessary. All excuses must be given to the Recording Secretary prior to the next meeting.

## **ARTICLE II**

### MEETINGS

Section 1. An organizational meeting shall be held annually in February at a date to be designated by the Brownsville Public Library System Advisory Board, subsequent to the annual appointment of new members. Officers shall be elected from members, who have served previously on the Advisory Board. By-laws and City ordinances pertaining to the operation of the Brownsville Public Library System and the Brownsville Public Library System Advisory Board shall be disseminated.

Section 2. The members of the Brownsville Public Library System Advisory Board shall elect a Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary. These officers shall be elected annually and shall establish meeting dates and times for the monthly meetings.

Section 3. All scheduled monthly meetings of the Brownsville Public Library System Advisory Board shall be open meetings and an agenda shall be posted at ~~in~~ the Brownsville Public Library System facility and in the bulletin area at City Hall as notification of the meeting at least seventy two (72) hours prior to the meeting. All

Brownsville Public Library System Advisory Board members shall receive an official copy of the posted agenda at least seventy two (72) hours prior to the meeting.

Section 4. Special meetings can be called by the Chairperson of the Brownsville Public Library System Advisory Board, the Head Librarian/Director of Library Services, or any three voting Advisory Board members of the Brownsville Public Library System Advisory Board. Three (3) days notice in writing or by telephone must be given for special meetings, and the Advisory Board will comply with the Texas Open Meetings Act.

Section 5. At all meetings five (5) voting Advisory Board members or one-half (1/2) of the Brownsville Public Library System Advisory Board shall constitute a quorum.

**ARTICLE III**  
OFFICERS

Section 1. The Chairperson of the Brownsville Public Library System Advisory Board shall preside at all meetings and appoint all committees and generally perform the duties of a presiding officer. He/She shall be responsible for the preparation of the agenda with the help of the Head-Librarian/Director of Library Services of the Brownsville Public Library System. He/She shall issue notices of all regular meetings with the assistance of the Brownsville Public Library System staff.

Section 2. The Vice-Chairperson shall exercise the functions of the Chairperson in his/her absence.

Section 3. The Recording Secretary shall keep a true and accurate account of all proceedings of the regular and special Brownsville Public Library System Advisory Board meetings; shall maintain an accurate record of attendance and excused/unexcused absences; shall hand over custody of the minutes and other records of the Advisory Board to Library System Administration for housing within the Library System facility; and shall notify the City Commission of any vacancies on the Advisory Board. Copies of all minutes, reports, and signed agendas shall be bound and filed at the Brownsville Public Library System facility and readily available through the Public Information Act.

Section 4. The Corresponding Secretary shall be responsible for all written communications from the Brownsville Public Library System Advisory Board.

**ARTICLE IV**  
DUTIES

Section 1. The duties of the Brownsville Public Library System Advisory Board shall be those mandated by the City Commission and these By-laws.

Section 2. The Brownsville Public Library System Advisory Board shall act as an advisor to Brownsville Public Library System Administration and to the City Commission on the policies and operations of the Brownsville Public Library System. It shall follow the rules and regulations prescribed by the City Commission for the conduct of its business. The Advisory Board shall make recommendations to Brownsville Public Library System Administration and the City Commission on Brownsville Public Library System services relating to the following matters:

- A. It shall prepare an annual report with appraisal of the Library System's goals and objectives. It shall review specific plans of action and timetables for priorities of the Advisory Board and the Library System.
- B. It shall request from the Library System Administration an annual assessment with recommendations relating to facilities, programs and services.
- C. It shall advise in coordinating Library System service(s) with other agencies and organizations.
- D. It shall make recommendations to the Library System Administration regarding Library System programs, use of facilities and selection of Library System resources. It shall seek citizen input about community needs and shall make recommendations for such capital improvements and Library System service improvements as deemed feasible.
- E. It shall, when appropriate, make recommendations to the City Commission.
- F. It shall assist in interpreting the functions and policies of the Library System to the public and make available and accessible all such policies to the public.
- G. It shall recommend fees to be charged by the Library System prior to presentation to the City Commission.

**ARTICLE V**  
HEAD LIBRARIAN/DIRECTOR OF LIBRARY SERVICES

Section 1. The Head Librarian/Director of Library Services shall be an ex-officio member of the Brownsville Public Library System Advisory Board and shall have sole charge of the administration of the Library System under the oversight of the Director of the Public Information Services Department of the City of Brownsville. The Brownsville Public Library System Advisory Board shall make recommendations to the Head Librarian/Director of Library Services regarding policy and services of the Library System. The Head Librarian/Director of Library Services shall be responsible for adhering to the policies of the City of Brownsville and the Brownsville Public Library System Advisory Board and the dissemination of these policies to the staff of the Library System, for the efficiency of the Library System's service to the public, for the preparation of a recommended annual budget, for the care of the buildings and equipment, for the recommendation of employment to the Director of the Public Information Services Department for training of staff, for selection of print and non-print materials, and for the operation of the Public Library System under the financial guidelines of the City of Brownsville. The Head Librarian/Director of Library Services shall attend all regular and special Advisory Board meetings.



## **ARTICLE VI**

### **COMMITTEES**

Section 1. The standing committees of the Brownsville Public Library System Advisory Board shall be Budget, Book, Buildings and Grounds. Committee chairpersons shall be appointed by the Chairperson of the Advisory Board. Citizens of Brownsville who do not serve on the Brownsville Public Library System Advisory Board may be appointed as members of the Committees.

Section 2. Special committees for the study and investigation of special problems may be appointed by the Chairperson, such committees to serve until the completion of the work for which they were appointed.

## **ARTICLE VII**

### **BUSINESS**

Section 1. An agenda for all regular meetings shall be prepared by the Chairperson of the Advisory Board and the Head Librarian/Director of Library Services in consultation.

Section 2. The Chairperson of the Advisory Board, any Advisory Board member, or the Head Librarian/Director of Library Services may place an item(s) on the agenda.

Section 3. The agenda of each open meeting shall include a provision for public comments. Any person with business before the Advisory Board, NOT scheduled on the agenda as a Public Hearing, may speak to the Advisory Board.

There is a three (3) minute time limit per speaker with regard to public comments. No formal action can be taken.

**ARTICLE VIII**  
**PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Brownsville Public Library System Advisory Board in all cases to which they are applicable and in which they are not inconsistent with these By-laws, the City Charter of the City of Brownsville, and any special rules or order the City Commission may adopt.

**ARTICLE IX**  
**AMENDMENTS**

Section 1. These By-laws may be amended at any regular meeting of the Brownsville Public Library System Advisory Board by a majority vote provided the amendment was presented in writing at the previous regular meeting of the Brownsville Public Library System Advisory Board.