

CHAPTER 2  
COMMISSIONS AND BOARDS  
Article 2. Library Advisory Board

**§2-201 LIBRARY BOARD OF ADVISORS**

The Library Board of Advisors shall be appointed by the Mayor with a majority vote of the members of the Governing Body. The Board shall consist of five (5) members, who shall be residents of the Municipality. The members of the Library Board shall serve a four (4) year term of office as specified by Nebraska statutes. The Board shall serve without compensation and may be required, in the discretion of the Governing Body, to give a bond in a sum set by resolution of the Governing Body, and conditioned upon the faithful performance of their duties. At the time of the Board's first (1st) meeting in July of each year, the Board shall organize by selecting from their number a chairman and secretary. It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings, and to file the same with the Municipal Clerk where they shall be available for public inspection within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier. An additional ten (10) days shall be allowed for providing the minutes in the event of the secretary's serious illness or an emergency which prevents him/her from writing such minutes. A majority of the Board members shall constitute a quorum for the transaction of business. The Board shall meet at such times as it may designate. Special meetings may be held upon the call of the chairman, or any three (3) members of the Board. The City Administrator or his/her designee shall serve as an ex-officio member of the Board. It shall be the duty of the Board to have general charge of the Municipal Library and to establish appropriate rules and regulations for the general operation and use of the same. The City Administrator shall have supervisory authority over all employees of the library including the Library Director. All actions of the Board shall be subject to the review and supervision of the Governing Body. The Board shall be responsible for making such reports and performing such additional duties as the Governing Body may designate from time to time. No member of the Governing Body shall serve as a member of the Library Board while serving a term of office as a member of the Governing Body. No member of the Library Board shall serve in the capacity of both the chairman and secretary of the Board.

Delegated responsibilities. The Library Board shall work with the Library Director, City Administrator or designee, Mayor and City Council in regard to the operation, maintenance and development of the public library.

The Library Board is delegated to the following specific responsibilities:

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- (1) To ensure and participate in preparation of an annual library budget in accordance with the format used by other city departments and divisions.
- (2) To aid the City Administrator in the screening of applicants for the position of Library Director, and to be available to assist the Library Director in the screening of applicants for subordinate positions within the library.
- (3) To provide a recommendation to the City Administrator or designee on the hiring of a Library Director.
- (4) To determine with the Library Director and the City Administrator or designee the hours of operation of the public library.
- (5) To maintain and expand the materials comprising the collection of the public library.
- (6) To review and recommend approval of expenditures proposed by the Library Director for approval by the Mayor and City Council.
- (7) To represent the city and the public library within professional association and at library functions.
- (8) To initiate and implement new library programs, expand existing programs and delete outdated programs. (*Amended by Ord. No. 1993, 1/3/2017*)