

TOWN OF EDGEWOOD
NEW MEXICO

Ordinance 2008-02

**Establishment of Public Library
And
Library Advisory Board**

Amended

October 1, 2008

**Town of Edgewood
P.O. Box 3610
1911 Historic Route 66
Edgewood, New Mexico 87015
Phone (505) 286-4518 Fax (505)286-4519**

**TOWN OF EDGEWOOD
ORDINANCE 2008-02**

**AN ORDINANCE ESTABLISHING THE TOWN OF EDGEWOOD
COMMUNITY LIBRARY AND CREATING THE EDGEWOOD COMMUNITY
LIBRARY ADVISORY BOARD**

ARTICLE I. IN GENERAL

Be it Ordained by the Governing Body of the Town of Edgewood:

SECTION 1.1 Established.

There is hereby established in, pursuant to NMSA 1978 §§ 3-18-14 and for the Town a public library to be known as the Edgewood Community Library. The Edgewood Community Library shall be owned and operated by the Town.

SECTION 1.2 Library Fund.

There is hereby created within the municipal budget of the Town a library fund, which shall consist of funds, allocated by the Town Council. Such library fund is to be administered by the Town Clerk-Treasurer. All monies derived from any charges, fines, or penalties, together with Legislative appropriations and appropriations from other funds by the Town for salaries, books, supplies and other purposes, relative to the operation of the library shall be placed in said fund. Funds granted or appropriated to the Library other than by the Town Council shall be turned in to the Town Clerk-Treasurer and credited to the Library Fund.

SECTION 1.3 Removal from Office.

The Mayor may remove a member of the Board from office for cause with the approval of the Town Council.

ARTICLE 11. LIBRARY ADVISORY BOARD

SECTION 2.1 Library Advisory Board – Organization.

A. The Library Advisory Board of the Town of Edgewood Community Library shall consist of five (5) members appointed by the Mayor of the Town of Edgewood with the approval of the Town Council. Members of the Board shall be appointed for staggered terms of three (3) years. The initial appointees shall draw for terms: two 3- year terms,

two 2-year terms and one 1-year term. An Alternate Member shall be appointed for a 2-year term.

- B. Each member of the Board shall be a resident of the geographical area served by the Edgewood Community Library.
- C. The Board shall at the first meeting of the year and annually thereafter, elect from its membership a Chairman, Vice-Chairman and a Secretary. Officers of the Board shall hold office for a term of one year.
- D. Vacancies occurring in the membership of the Board shall be filled by appointment by the Mayor for the unexpired term.
- E. Regular meetings shall be held at a minimum every other month. Special meetings may be called by the Chairman of the Board in compliance with State of New Mexico Open Meetings Act.
- F. A quorum at any meeting shall consist of three or more Board members.

SECTION 111. Library Advisory Board – Powers and Duties.

The Advisory Board shall:

- A. Establish policies and procedures for the administration of the Edgewood Community Library, with the assistance of the Librarian, to be submitted to the Town Council for approval.
- B. In conjunction with the Librarian, prepare an annual budget request.
- C. Notify the Mayor of any vacancies on the Board and recommend persons to fill vacancies.
- D. The Chairman of the Advisory Board, or designee, shall serve on the Employment Hiring Committee when a position is available in the Library. The Committee will advise Town Council of the recommendation.
- E. Keep a record of its proceedings and submit a copy to the Town Clerk-Treasurer.
- F. Order of business at all Regular Board Meetings:
 - a. Roll Call.
 - b. Approval of Minutes.
 - c. Treasury Report.
 - d. Communications.
 - e. Report of Librarian.
 - f. Unfinished Business.


- g. New Business.
- h. Announcements.

SECTION IV. Head Librarian.

The Head Librarian shall be the executive director of the policies and procedures recommended by the Advisory Board and approved by the Town Council.

This Ordinance shall become effective five days after final publication or as provided by law.

ORDAINED, ADOPTED, AMENDED AND APPROVED this 1st day of October, 2008.



Honorable Robert Stearley, Mayor

ATTEST:



Estefanie B. Muller, Clerk-Treasurer