

TOWN OF EDGEWOOD  
NEW MEXICO

Ordinance 2023-011  
An Ordinance Amending Ordinance No. 2008-02  
Establishing a Public Library and  
Library Advisory Board

Amended  
November 14, 2023  
April 5, 2017  
October 1, 2008

Town of Edgewood  
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**TOWN OF EDGEWOOD  
ORDINANCE 2023-011**

**ESTABLISHMENT of PUBLIC LIBRARY and LIBRARY ADVISORY BOARD**

**This Ordinance repeals and replaces Ordinance 2008-02.**

**1. IN GENERAL**

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

**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.

**1.2 Library Budget**

The Board may make recommendations to the Library Operations Manager for budget requests associated with Library operations. Board members shall have no authority to obligate the Town financially.

**1.3 Removal from Office**

The Commission may remove a member of the Board from office for cause..

**2. LIBRARY ADVISORY BOARD**

**2.1 Library Advisory Board Organization**

- a. The Board shall consist of five (5) members by Commission appointment. Members of the Board shall be appointed for staggered terms of three (3) years. 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 Library.
- c. The Board shall at the first meeting of the calendar year and annually thereafter, elect from its membership a Chairman, Vice-Chairman and a Secretary. The Chairman shall preside at Board meetings and sign minutes. In the absence of the Chairman, the Vice-Chairman shall preside at Board meetings. The Secretary is responsible for drafting meeting minutes and attesting by signature to the minutes prepared. 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 Commissioner appointment with Commission approval for the balance of the unexpired term.
- e. Regular meetings shall be held, at a minimum, quarterly. 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.

## **2.2 Library Advisory Board Responsibilities**

The Library Advisory Board shall:

- a. Assist the Library Operations Manager in establishing policies and procedures for the administration of the Library.
- b. Notify the Library Operations Manager of any vacancies on the Board and recommend persons to fill vacancies.
- c. Keep a record of its proceedings and submit a copy to the Clerk.
- d. 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

## **3. LIBRARIAN**

### **3.1 Library Operations Manager Responsibilities**

The Library Operations Manager or their designee is directed to act as liaison between the Board and the Town. In this capacity, the Library Operations Manager or their designee shall:

- a. Post the Agenda for Board meetings.
- b. Attend said meetings or provide notice of their unavailability to attend.
- c. Act as the executive director of the policies and procedures recommended by the Board and approved by Commission.
- d. Notwithstanding any other provisions of this Ordinance, the responsibility for making recommendations directly to the Governing Body on Library matters lies with the Library Operations Manager, who may adopt, modify, and/or reject proposals from the Board in reporting to the Governing Body, but shall nonetheless report fully to the Governing Body on all Board deliberations and discussions.
- e. The Library Operations Manager shall, at all times, remain subject to the supervision of the Town Manager and such other employees as properly delegated by the Town Manager, and shall not be supervised by the Board or individual Board members.

PASSED, APPROVED, and ADOPTED this 14<sup>th</sup> day of November 2023.



Kenneth Brennan, Mayor

ATTEST:



Rachel Martinez, Clerk

