

LIBRARIES\*

ARTICLE I. IN GENERAL

ARTICLE II. LIBRARY DIRECTOR

ARTICLE III. LIBRARY ADVISORY BOARD\*



**SOUTH PORTLAND CODE OF ORDINANCES**

Chapter 13

**LIBRARIES\***

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\* **State law reference(s)**--Libraries, generally, 27 M.R.S.A. § 1 et seq.  
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Art. I. In General, §§ 13-1--13-17

Art. II. Library Director, §§ 13-18--13-32

Art. III. Library Advisory Board, §§ 13-33--13-41



**ARTICLE I. IN GENERAL**

**Sec. 13-1. "Board" defined.**

Unless otherwise indicated, the word "Board" when used in this chapter shall mean the Library advisory Board.

**Sec. 13-2. Library Department created.**

There is hereby established a Library Department, in accordance with section 304 of the city charter.

(Code 1966, § 2-10-1)

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**Charter reference(s)**--Authority to establish departments within the city government, § 304.  
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**Secs. 13-3--13-17. Reserved.**



**ARTICLE II. LIBRARY DIRECTOR****Sec. 13-18. Position established.**

The position of Library Director is hereby established.

(Code 1966, § 2-10-4)

**Sec. 13-19. Appointment.**

As provided by section 302.1 of the city charter, the Library Director shall be appointed by the City Manager on the basis of merit and qualifications.

(Code 1966, § 2-10-4; Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Sec. 13-20. Position included in personnel classification, compensation plan.**

The position of Library Director shall be included in the personnel classification and compensation plan of the City, and the Library Director shall have annual performance evaluations by the City Manager.

(Code 1966, § 2-10-4, Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Sec. 13-21. Duty to supervise Library Department.**

The Library Director shall supervise the entire operation of the Library Department.

(Code 1966, § 2-10-4)

**Sec. 13-22. General duties, responsibilities.**

The functions, duties and responsibilities of the Library Director shall be to:

- (1) Act as technical advisor and liaison to the Board; recommend needed policies for Board action; recommend employment of all personnel to the City Manager and supervise their work;
- (2) Carry out the policies of the Library as adopted in conjunction with the Board;
- (3) Develop and implement plans for extending the Library's services;
- (4) Prepare regular reports embodying the Library's current progress and future needs;
- (5) Maintain an active program of public relations;
- (6) Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting;
- (7) Know local, state and national laws and actively support Library legislation in the state and nation;
- (8) Oversee collection development;
- (9) Attend all Board meetings and may serve as secretary to the Board;
- (10) Affiliate with the state and national professional organizations and attend professional meetings and workshops;
- (11) Make use of the services and consultants of the state Library extension

agency;

- (12) Report regularly to the Library Advisory Board, to the City Manager and to the Council; and
- (13) The Library Director is responsible for orientation and ongoing stewardship of Library Advisory Board Members.

(Code 1966, § 2-10-4, Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Secs. 13-23--13-32.        Reserved.**



**ARTICLE III. LIBRARY ADVISORY BOARD\***

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 \* **Charter reference(s)**--Authority to establish agencies, § 203.  
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**Sec. 13-33. Created.**

In accordance with section 304 of the city charter, a Library advisory Board is hereby created.

(Code 1966, § 2-10-2)

**Sec. 13-34. Purpose.**

As representatives of the community, the board acts in an advisory capacity for the purpose of providing assistance to other municipal officials charged with the responsibility of furnishing quality public library services. The Board works collaboratively with the Library Director to develop and determine library policies, long range plans, and other pertinent initiatives for ultimate presentation to the City Council for approval and adoption.

(Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Sec. 13-35. Composition and quorum; qualifications.**

The Board shall consist of seven (7) members, all of whom shall be residents of the city. There shall be no more than three (3) members from any one voting district. A quorum shall consist of four (4) members.

(Code 1966, § 2-10-2; Ord. No. 7-73, 2-21-73; Ord. No. 8-80/81, 7-21-80, Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000]; Ord. No. 15-13/14, 5/5/14 [Fiscal Note: Less than \$1000])

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**Cross reference(s)**--Voting districts described, §§ 6-1--6-5.  
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**Sec. 13-36. Appointments; terms of office.**

- (a) The City Council shall, by order, appoint the members of the Board.
- (b) The terms of office of the Board members shall be three (3) years and until their successors are duly appointed and qualified. All terms of office shall expire on the last day of December.

(Code 1966, § 2-10-2, Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Sec. 13-37. Vacancies.**

- (a) Vacancies on the Board are governed by Code of Ordinances Sec. 2-121.
- (b) A vacancy on the Board shall be filled by the City Council with another qualified person from that district for the unexpired term of the resigned or removed member.

(Code 1966, § 2-10-2; Ord. No. 8-80/81, 7-21-80, Ord No. 4-99/00, 9/8/99, [Fiscal Note: Less than \$1000]  
 Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000]  
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**Sec. 13-38. Compensation.**

Members of the Board shall serve without pay.

(Code 1966, § 2-10-2; Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

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**Charter reference(s)**--Council to fix compensation of its appointees, § 230.  
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**Sec. 13-39. Duty to elect chairman, secretary.**

In January of each year the Board shall elect from its membership a Chairman and a Secretary.

(Code 1966, § 2-10-2; Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Sec. 13-40. Meetings.**

Generally, the board shall meet monthly. However, the Chair may cancel a scheduled meeting if a quorum will not be convened, if there are no items for the agenda, or for other good cause. In no event shall the board meet less often than quarterly.

(Code 1966, § 2-10-2 ; Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

**Sec. 13-41. Functions, duties, responsibilities.**

The Board shall undertake certain responsibilities and provide recommendations to municipal officials charged with the responsibility of furnishing quality public library services as follows:

- (1) Become familiar with the services as provided by the City's Library Department
- (2) Interview with the City Manager all qualified persons, making recommendations for the employment of a competent and qualified Library Director. The ultimate appointment of the Library Director is the responsibility of the City Manager.
- (3) Work with the Library Director to determine and adopt written policies to govern the operation and program of the Library, including but not limited to the following:
  - (a) Type and quality of library materials that comprise the Library collection;
  - (b) Services to the community, including schools, special groups and nonresident borrowers;
  - (c) Use of facilities; and
  - (d) Methods of extending services into the community
- (4) Determine the purposes of the Library and know the program and needs of the Library in relation to the community; keep abreast of state standards and Library trends;
- (5) Advise the Library Director in preferred methods of delivery of library services, including suggested hours of operation, programming and needs of the library facilities;
- (6) Work with the Library Director to establish, support and participate in a planned public relations programs;
- (7) Make recommendations to the City Council for charges and fines for lost or overdue library materials and other library fees;
- (8) Advise the Library Director in the preparation of the annual general fund budget and capital improvement budget of the Library;
- (9) Work with the Library Director to develop and establish long-range plans for

services, operations and facilities for the Library;

- (10) Work with the Library Director to develop, establish and support cultural programs sponsored by the Library;
- (11) Solicit volunteers for Library programming and capital campaigns;
- (12) Be familiar with and know local and state laws pertaining to libraries and actively support Library legislation in the state and nation;
- (13) Satisfy the attendance requirements for all boards and commissions of the City as set forth in Code of Ordinances Sec. 2-121(d);
- (14) See that accurate records of Board meetings are maintained and made available at the Library;
- (15) Report monthly to the City Manager and City Council; and
- (16) Perform other related responsibilities as may be requested by the City Council, Library Director, or City Manager.

(Code 1966, § 2-10-3; Ord. No. 14-09/10, 2/17/10 [Fiscal Note: Less than \$1000])

