

## 1-23 Ordinance Creating A Stafford Public Library Board

1. **ESTABLISHMENT OF A BOARD.** There is hereby established a Stafford Library Board. Said Board shall oversee the operation of the Stafford Public Library, shall set general policies for the operation of said Library, and shall make rules and regulations for the operation of said Library.
2. **MEMBERSHIP.** Said Board shall consist of five (5) members, two (2) of whom are nominated by the Board of Selectmen and appointed by the Stafford Town Meeting (legislative body, and three (3) of whom are nominated by the Stafford Library Association and appointed by the Stafford Town Meeting (legislative body). None of the members who are nominated by the Board of Selectmen shall be members of the Stafford Library Association or any other group which is affiliated with the Stafford Public Library.
3. **TERMS OF OFFICE.** Prior to December 1, 2009, the Board of Selectmen shall nominate one member for a term of office beginning on December 1, 2009 and ending on November 30, 2011, and one member for a term of office beginning on December 1, 2009 and ending on November 30, 2012. Prior to December 1, 2009, the Stafford Library Association shall nominate one member for a term of office beginning on December 1, 2009 and ending on November 30, 2010, one member for a term of office beginning on December 1, 2009 and ending on November 30, 2011, and one member for a term of office beginning on December 1, 2009 and ending on November 30, 2012. Prior to the expiration of any of the above terms, and prior to the expiration of any succeeding terms, the Board of Selectmen and the Stafford Library Association shall nominate a member to the Board, which shall serve for a three (3) year term beginning on December 1, of that year.
4. **MEETINGS.** The Stafford Public Library Board shall hold regular meetings once a month, and may hold special meetings from time to time as may be required.
5. **OFFICERS.** The Board shall elect from its members a Chairman, a Secretary and a Treasurer, who shall each perform the usual duties of a chairman, a secretary, and a treasurer of a public agency. The Chairman shall be chosen from among the members of the Board who were nominated by the Stafford Library Association. The Chairman shall only vote in the event there is a tie.
6. **BUDGET.** The Director of the Stafford Public Library shall each year prepare an estimate of the expenditures and income of the Stafford Public Library for the next succeeding fiscal year. Said estimate shall be submitted to the Board which shall review and may modify said estimate. The Board shall submit its estimate to the Stafford Board of Finance prior to February 15 before the next succeeding fiscal year. Upon recommendation by the Stafford Board of Finance and approval by the Stafford Town Meeting, the amounts so recommended and approved shall become the budget for the Stafford Public Library. After approval of said budget, the Board may transfer expenditures from one line of the Stafford Public Library budget to another, as long as the total amount approved is not exceeded, except that no expenditures shall be transferred from a non-salary line to the part-time and full time salary lines without the approval of the Board of Finance.

7. **GENERAL POWERS.** The Board shall have the following general powers:
8. Making of Rules and Regulations for the operation of the Stafford Public Library;
9. Entering into contracts on behalf of the Town of Stafford for the provisions of library services for the Town of Stafford;
10. Interview and recommend candidates for a Director for the operation of the Stafford Public Library to the Board of Selectmen. The candidate hired shall be subject to the personnel policies of the Town of Stafford and the provisions of the collective bargaining agreement between the Town of Stafford and the union representing the Supervisors & professionals of the Town of Stafford. -
11. Determining the hours of operation of the Stafford Public Library;
12. Hiring individuals to be employees of the Stafford Public Library and determining the hours that each of said employees shall work. All employees hired shall be subject to the personnel policies of the Town of Stafford and the provisions of the collective bargaining agreement between the Town of Stafford and the union representing the employees of the Stafford Public Library.
13. Whatever other powers are necessary and appropriate for the smooth and efficient administration of the Stafford Public Library.

Adopted 11-12-09

Amended 2-10-2011

Effective March 5, 2011