



Library Board (LB) Roles and Duties

Background

The Commission was originally established as the Library Board on January 2, 1985 (Ord. #3124), with seven (7) members. On October 6, 1998 the three (3) year terms were increased to (5) five years (Ord. #4381). In 1999 and 2002 the Library Board duties were amended (Ord. #'s 4429 and 4700). On January 16, 2018 Council approved a Youth member (Ord. #6176) consisting of eight (8) members. On February 19, 2019 Council approved the term length changing from five (5) years to three (3) year terms (Ord. #6280).

Roles and Duties of the Commission

The duties are established by Municipal Code 2.60.180, as follows:

Library board.

- A. *There is established a library board consisting of eight members appointed by the city council. One member shall be a high school student residing within the city who shall be under the age of twenty-one at the time of appointment and whose term of office shall be for one year coinciding with the school year and the summer months immediately prior to such school year; provided that such member shall be excused from meeting attendance during school breaks. The term of office of all other member shall be five years.*
- B. *The purpose of the library board shall be to serve as an advisory body to the city council on all issues pertaining to the operation of the library. In addition to any other duties as may be delegated to it by the city council, the board shall:*
 - 1. *Advise the city council on such policies, procedures, rules, regulations, and other matters as the board believes necessary and proper for the administration, management, and development of the library and its facilities, collection, and equipment;*
 - 2. *Take such actions as the board believes necessary and proper to encourage the making of grants and gifts in support of the library;*
 - 3. *Accept on behalf of the city such gifts of money or property for use for library purposes in accordance with city policies;*
 - 4. *Make an employment recommendation to the city manager on hiring and retaining the library director;*
 - 5. *Recommend an annual operations and capital budget and report on the expenditure of library funds and operations after the close of the fiscal year; and*
 - 6. *To the extent authorized by any policy adopted by the city council by resolution, hear and decide appeals taken by users of the library concerning the application of library policies, rules, regulations, or procedures.*

Current Commission Operations

Membership: Eight (8) members plus one (1) youth member
Term: Three (3) years

Qualifications: General provision found in 2.60.020.
Meetings: Monthly, third Thursday, 5:00 p.m., in the Public Library
City Council Liaison: Richard Ball
City Council Liaison Alt: Jeremy Jersvig
Department: Library
Staff Liaison: Diane Lapierre Office Support: Therese Torpy

Attendance Policy

The effective operation of a board depends upon regular attendance of the members at meetings. A commission, committee, or board member shall be required to attend 70 percent of scheduled meetings during a fiscal year.

Boards and Commissions Handbook

The City of Loveland publishes a Boards and Commissions Handbook, which contains further detail about the operations of commissions. Among other things, the Handbook provides for officers as follows:

- 1) Chair: Serve as presiding officer over all meetings. Sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board. Working with the recording secretary, preparing an agenda for each meeting.
- 2) Vice Chair: Perform the duties of the chairperson in the absence of the chairperson; perform any other duties assigned to his office by the board.
- 3) Recording Secretary/ Office Support: If a City Staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary. The Recording Secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. Ensures all meetings are posted according to statutory requirements.
- 4) Council Liaison: communicate with the board or commission when City Council communication is needed and to serve as the primary two-way communications channel between the City Council and the board or commission; participate in filling vacancies, reviewing applications, and interviewing candidates for the board or commission; serve as the primary informal City Council contact; help resolve questions the board or commission may have about the role of the City Council, municipal government, and the board or commission; establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison. Provide procedural direction and relay the City Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work; serve as City Council contact rather than an advocate for or ex-officio member of the board or commission.

Training Board Members:

Recognizing that a newly appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the City will provide informal and/or formal training opportunities for each newly appointed member.

Direction to Boards:

Matters upon which a board makes recommendations can come from the City Council, from city staff, the citizens of Loveland, and from the board members themselves. The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the City Council, and boards and commissions will be asked to consider

such goals. The normal channels for communication between the City Council and the boards and commissions are through the City Council liaison to the board and city staff in the affected department. Such persons will report to the Council the deliberations and recommendations of the board. The boards and commissions, and their individual members, are always free to communicate directly with the City Council on any matter concerning their areas of responsibility.