

TOWN OF TABER
MUNICIPAL LIBRARY BOARD
BYLAW 8-2011

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A MUNICIPAL LIBRARY BOARD

WHEREAS, a Council of a Municipality, pursuant to the *Libraries Act*, Chapter L-11, Revised Statutes of Alberta 2000, and amendments thereto, provides for the establishment by a Municipality of a Municipal Library Board and for the appointment of a Library Board for the management of a Municipal Board.

AND WHEREAS, the Council of the Town of Taber, in the Province of Alberta, deems it proper and expedient to establish a Municipal Library Board.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, duly assembled enacts as follows:

1.0 NAME OF THE BYLAW

This Bylaw may be sited as the Town of Taber's "Library Board Bylaw."

2.0 DEFINITIONS

In this By-Law, unless another meaning is required by the context, the interpretation set out in the following subsections shall be used.

- (a) **"Act"** means the Libraries Act 1980 as amended.
- (b) **"Board"** means the Town of Taber Municipal Library Board.
- (c) **"Council"** means the Municipal Council of the Town of Taber in the Province of Alberta.
- (d) **"Town"** means the Town of Taber, in the Province of Alberta.

3.0 COMPOSITION OF THE BOARD

3.1 The Library Board shall consist of eight members:

- a) six (6) members of which shall be appointed by Council from Citizens-at-Large, two (2) of which may be residents of the Municipal District of Taber; and

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- b) one (1) member shall be appointed from the Council of the Town of Taber; and
- c) one (1) member shall be appointed from the Council of the Municipal District of Taber.

4.0 TERM

The term of Office of the persons appointed to the Taber Municipal Library Board shall be as follows:

- (a) The one (1) member of the Council shall be appointed year to year in conjunction with the Organizational Meeting of Council held each year.
- (b) The members of the Board shall hold Office for three (3) years with all terms expiring on the 31st day of December.
- (c) At the end of each appointed members' three year term, should the citizen decide to further let their name stand, a new application for reappointment must be made to Council.
- (d) Each appointed member may, at the discretion of Council, be appointed for 3 consecutive appointments of 3 year terms totalling participation for 9 consecutive years.
- (e) Each appointed member shall remain in Office until a successor is appointed by Council.
- (f) Each appointed member who has been appointed to the Board for a total of 9 consecutive years may be reappointed by a 2/3 majority vote of the whole of Council for each term thereafter.
- (g) Any member of the Board may resign upon sending written notice to the Library Board, who will notify Council of the Town of Taber in writing, together with the letter of resignation. Council will then accept the letter of resignation and appropriate advertising for the vacancy will take place.

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The date the resignation is received by the Library Board shall be the effective date of the resignation.

- (i) Any member of the Board may be removed by resolution of the Council of the Town of Taber.
- (j) If any member of the Board dies, resigns or otherwise ceases to be qualified as a member of the Board during the term, which he/she is appointed, the vacancy shall be filled as soon as possible thereafter and such appointment shall be effective only during the remaining term of the person vacating.
- (k) A member ceases to be a member of the Board when he or she:
 - (i) fails to attend three (3) consecutive regular meetings of the Board, unless such absence is authorized by a resolution of the Board and recorded in the Minutes;
 - (ii) ceases to be a resident of the Town of Taber;
 - (iii) is hired in any capacity with the Town of Taber.

5.0 MEETINGS

- (a) The Board shall hold at least four (4) regular meetings of the Board annually at a time and place designated by the Chairman.
- (b) Where extenuating circumstances arise and a Board resolution is required, the Board may, with the required signing of a waiver by a minimum of five (5) Board Members, hold a Special Meeting at a time convenient to members of the Board.
- (c) A majority of the members of the Board shall constitute a quorum.
- (d) At the first meeting of each year the members shall select a Chairman and a Vice-Chairman who shall act in the absence of the Chairman. Members of Council shall not be appointed as Chairman or Vice-Chairman.

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6.0 POWERS AND DUTIES

The Board shall:

- (a) manage and control the Municipal Library;
- (b) organize, promote and maintain comprehensive Library services in the Municipality;
- (c) may co-operate with other boards and Libraries in the provision of those services;
- (d) prepare a budget and estimate of money to operate and manage the Library, which shall be approved in whole or in part by Council;
- (e) submit to the Town's Chief Administrative Officer (CAO) a budget and estimates by October 1st;
- (f) keep distinct and regular accounts of its receipts, payments, credits and liabilities;
- (g) have such accounts audited by a person/firm approved by Council;
- (h) submit audit to Council immediately after completion;
- (i) report to Council on a regular basis as to Library needs as far as Library Buildings;
- (j) appoint and dismiss such Library Manager(s), Officers, and employees, as it deems fit;
- (k) notwithstanding the requirements of the foregoing, the Board may, in the interests of efficiency and economics earned, request the Council to have certain administrative duties carried out by the Town on behalf of the Board. The Council, by resolution, shall consider the request and provide a decision to the Board.

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7.0 SECRETARY-TREASURER

The Office of Secretary-Treasurer of the Municipal Library Board is hereby constituted and may be filled by a Library Manager, or in the absence of a Library Manager a designate of the Library Manager. Neither the Library Manager nor their designate shall have voting privileges on the Board.

The Secretary-Treasurer shall:

- (a) notify all members and advisors of the Board of the arrangements for the holding of each regular and special meeting of the Board;
- (b) keep proper and accurate minutes of the proceedings of all meetings of the Board, true copies of which shall be filed with the Town Office as soon as possible after each meeting;
- (c) prepare a budget and estimate of money in conjunction with the Board;
- (d) keep distinct and accurate accounting of all receipts, payments, credits and liabilities.

8.0 LIMITATIONS

Unless authorized by Council neither the Board nor any member thereof shall have the power to pledge the credit of the Town in any manner whatsoever nor shall the Board or any member thereof have the power to authorize any expenditures nor appropriate or expend public monies in any manner whatsoever beyond those expenditures included in the Library Budget as approved by Council.

- 9.0** Bylaw No. 3-2006 and Bylaw No. 9-2008 are hereby repealed in their entirety.

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10.0 This Bylaw shall take force and effect upon the final reading thereof.

RES.302/11 READ a first time this 19th day of December, 2011.

RES.303/11 READ a second time this 19th day of December, 2011.

RES.305/11 READ a third time and finally passed this 19th day of December, 2011.

TOWN OF TABER



MAYOR



CHIEF ADMINISTRATIVE OFFICER