

ARTICLE II. LIBRARY BOARD

Sec. 18-2. Created; authority.

There is hereby created and established a library board which shall control the operation of the library according to the authority provided to the board herein.

(Ord. No. 95-256, § 2, 7-10-95)

Sec. 18-3. Membership; appointments.

- A. The library board shall consist of five members who shall be appointed, subject to the approval of the Town Council, by the Mayor. A minimum of three members must be residents of the town. Two members may be residents of one of the following areas 1) zip code 34737, 2) zip code 34797, or 3) Royal Harbor subdivision in Tavares.
- B. The terms of office for members of the library board shall be two years, unless sooner removed by the council. The initial appointments, commencing July 10, 1995, to the library board shall be as follows:
 - (1) Three members shall be appointed for a term of one year each; and
 - (2) Two members shall be appointed for a term of two years each.
- C. The absence from more than three meetings during any calendar year by a member shall be considered a forfeiture of that member's seat on the board. In that event, the Mayor, subject to the approval of the Town Council, shall appoint a new member to fill the unexpired term of the forfeiting member.

(Ord. No. 95-256, § 3, 7-10-95; Ord. No. 2013-007 , § 1, 12-9-13)

Sec. 18-4. Rules of procedure.

The following rules shall apply to the library board:

- A. *Meetings.* The library board shall hold meetings when necessary, or according to a schedule established by the board.
- B. *Voting.* Three members of the library board shall constitute a quorum. Action of the library board shall be by majority vote.
- C. *Officers.* The library board shall annually select from among its membership a chairman, a vice-chairman, and a secretary. This annual selection shall occur at the first regularly scheduled meeting of the calendar year.
- D. *Chairman.* The chairman shall:
 - (1) Secure a meeting place for all meetings;
 - (2) Preside at all meetings;
 - (3) Call special meetings as the chairman deems necessary; and

-
- (4) Attest to the accuracy of all minutes of meetings prior to those minutes being submitted to Town Council.

E. *Secretary*. The secretary shall:

- (1) Record the proceedings of all meetings of the library board;
- (2) Promptly prepare minutes of the library board meetings upon their conclusion; and
- (3) Ensure that notice of all meetings is properly given.

(Ord. No. 95-256, § 4, 7-10-95)

Sec. 18-5. Authority and duties.

The library board shall have the following authority and duties:

- A. Creating and maintaining the library collection;
- B. Creating and maintaining circulation records; and
- C. Establishing and maintaining regular library hours.

(Ord. No. 95-256, § 5, 7-10-95)