

Town of Bruderheim
Bylaw No. 01-2018

A BYLAW TO ESTABLISH THE BRUDERHEIM MUNICIPAL LIBRARY BOARD AND TERMS OF REFERENCE FOR THE OPERATION OF THE LIBRARY BOARD

WHEREAS, pursuant to the provisions of the Libraries Act, Chapter L-11, 1 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may pass a Bylaw providing for the establishment of a Municipal Library Board; and,

WHEREAS, the Municipal Council of the Town of Bruderheim deems it advisable to establish the Bruderheim Municipal Library Board to manage the Metro Kalyn Library service for the community.

NOW THEREFORE, the Council of the Town of Bruderheim, duly assembled, under and by virtue of the authority conferred upon Council by the *Municipal Government Act*, Chapter M-26, RSA 2000 and amendments thereto, enacts as follows:

1. Name of Bylaw

1.1 This Bylaw shall be cited as the "Bruderheim Municipal Library Board Bylaw".

2. Definitions

- (a) "Chief Administrative Officer" means the person appointed by Council pursuant to the Municipal Government Act or anyone authorized by the Chief Administrative Officer to act on his/her behalf.
- (b) "Council" means the Mayor and Councillors of the Town of Bruderheim elected pursuant to the provisions of the Municipal Government Act.
- (c) "Public at Large" means a resident of the municipality for which the municipal library is established.
- (d) "The Board" means the Bruderheim Municipal Library Board.

3. Appointments

- (a) The Board shall consist of up to seven (7) members appointed by resolution of the Town of Bruderheim Council in the following manner:
 - i) Seven (7) members from the public at large.
 - ii) One (1) voting Town Council representative appointed at the annual Organizational Meeting of Council.
- (b) That the term of a member is at the discretion of the authority that made the appoint of such member, as outlined in clause 1, and that the normal term of office shall be as follows:
 - i) Town Council representative shall be for one year.
 - ii) Public at large members shall be appointed for a maximum three (3) year term.
- (c) Appointments of all public members shall be made by resolution of Bruderheim Town Council, and will be made in such a manner that public at large members rotate their terms so that no more than one-half of the Board members shall change in any one year.
- (d) The Chair of the Board shall be appointed by a majority vote of the Board on an annual basis.
- (e) A person is disqualified from remaining a member of the Board if he or she fails to attend, without being authorized by a resolution of the Board to do so, the

meetings of the Board for three (3) consecutive regular meetings, and is deemed to have resigned his/her seat on the Board.

- (f) The appointment of the members of the board shall be made at each Organizational Meeting of Town Council or in the case of a vacancy arising from any cause, a successor shall be appointed at a council meeting.

4. Proceedings

- (a) The Board shall meet at least once every three (3) months and at such other times as it deems necessary.
- (b) Written notice of regular meetings and agenda shall be given to each member at least five (5) days prior to meeting date and Special meetings may be held as agreed upon by resolution at a meeting where all members are present.
- (c) Special meetings of the Board may be called on a twenty-four hour notice by the Chair of the Board, or at the request of any three members of the Board.
- (d) A quorum of the Board shall be a majority of the members of the Board.
- (e) All minutes, resolutions and bylaws shall be entered in books to be kept for that purpose, and the Chair or Acting Chair shall sign the books. Copies of all minutes and bylaws shall be made available to Board members and a copy shall be forwarded to the Chief Administrative Officer or designate.
- (f) The Chair shall have a vote on any question and in the event of a tie, the motions shall be declared defeated.

5. Role of the Board

- (a) The Board shall have full management and control of the Municipal Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of these services.
- (b) The Board shall, before November 1 in each year, prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.
- (c) The budget and estimate of money shall be forthwith submitted to the Chief Administrative Officer or designate.
- (d) The Board shall, as early as possible, but not later than February 1 of each year, prepare and submit the operational budget of revenue and expenditures.
- (e) The Board shall:
- (i) Keep account of its receipts, payments, credits and liabilities;
 - (ii) Have the accounts audited by the Auditors of the Municipality in each year and presented to Council.
- (f) The Board will maintain insurance on the contents of their premises. The Town of Bruderheim will maintain insurance coverage on the building.
- (g) The Board will recommend to the Council the appointment and dismissal of the Librarian(s) and employee(s) as approved through their board through resolution.

THAT Bylaw 95-674, and any amendments there to, is hereby repealed.

THAT this Bylaw shall come into force and have effect upon third and final reading.

Read the First time, this 3rd day of January, 2018

Read the Second time, this 17 day of January, 2018

Read the Third and final time, this 17 day of January, 2018



Karl Hauch, Mayor



Patty Podoborzny,
Chief Administrative Officer

Jun 17 / 18

Date Signed