

CITY OF SAN ANSELMO

ORDINANCE NO. 513

AN ORDINANCE REPEALING SECTIONS 2-4.01 TO 2-4.08 INCLUSIVE OF TITLE 2, CHAPTER 4 OF THE SAN ANSELMO MUNICIPAL CODE AND ENACTING A NEW CHAPTER 4 OF TITLE 2 PRESCRIBING THE DUTIES OF THE LIBRARY TRUSTEES AND PROVIDING FOR THE ADMINISTRATION OF THE PUBLIC LIBRARY

THE CITY COUNCIL OF THE CITY OF SAN ANSELMO DO ORDAIN AS FOLLOWS:

Section 1.

Sections 2-4.01 to 2-4.08, inclusive, of Title 2, Chapter 4, of the San Anselmo Municipal Code is hereby repealed and Title 2, Chapter 4, is re-enacted as follows:

2-4.01. Board of Library Trustees. A Public Library is hereby established in and for the City of San Anselmo. Such public library shall be managed by a board designated as the Board of Library Trustees, and shall consist of five (5) members, at least two of which shall be women. They shall be appointed by the City Council. They shall not receive any compensation.

2-4.02. Term of Office. The Library Trustees shall severally hold office for three years; provided, that the members of the first board appointed hereunder shall so classify themselves by lot that one of their number shall go out of office at the end of the current fiscal year, to-wit, 1964, two at the end of one year thereafter, and the other two at the end of two years thereafter. Any vacancies occurring on the Board shall be filled by appointment as in the first instance.

2-4.03. Subject to Removal. The members appointed to the board as in this section provided, shall be subject to removal from said board at the pleasure of the City Council, prior to the expiration of the term for which they were appointed.

2-4.04. Vacancies on Board. Vacancies on the Board of Library Trustees from whatever cause, shall be filled by the City Council for the unexpired term. Each member of the Board shall serve until his successor is appointed and qualified. A majority vote of all the members of the City Council shall be required to appoint a member to said Board, or to fill any vacancy thereon, or to remove any member from said board prior to the expiration of his term of office.

2-4.05. Automatic Termination of Appointment. The appointment of any member of the Board of Library Trustees who has been absent from three consecutive regular or special meetings without the approval of said Board shall automatically terminate as hereinafter set forth.

- (a) The Secretary of the Board shall report the attendance record to each member of said Board to the City Administrator at the end of each six months period, the first report to be made on January 10, 1965, and to cover the period from July 1, 1964 to December 31, 1964. The appointment of any member who was absent from three consecutive regular or special meetings without the approval of said Board, as shown on said report, shall be terminated on the date said report is filed with the City Administrator.

- (b) The City Administrator shall notify any member whose appointment has automatically terminated and report to the City Council that a vacancy exists on said Board and that an appointment should be made for the unexpired term.

2-4.06. Organization of Board. The Board of Library Trustees shall organize by electing one of its members Chairman, who shall hold office for one year, and until his successor is elected unless his term as a member of said Board sooner expires; provided, however, that the Chairman first elected shall hold office until the first Monday in *January* and until his successor is elected unless his term as a member of said Board sooner expires. The Librarian shall keep a full account of all receipts and expenditures. The Board shall cause a proper record to be kept of their proceedings.

2-4.07. Meeting of Board. Duties. The Board of Library Trustees shall have control and management of the Public Library including all branch libraries, and the use of the word 'library' hereafter in this ordinance shall mean the Public Library and all branch libraries in the City of San Anselmo. The Board shall hold regular meetings at least once a month, at such time and place as they may fix by resolution. Special meetings may be called at any time by the Chairman or by any three Trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting, or at any time by the Chairman with the consent of all the members. They shall meet at the place provided for that purpose and three members shall constitute a quorum for the transaction of business.

2-4.08. Tax Levy for Library Maintenance. The Council of the City of San Anselmo shall, at the request of the Board of Library Trustees, in making the annual tax levy and as a part thereof, levy a tax for the purpose of maintaining such Library, paying all salaries and wages, and purchasing books, journals, periodicals and other supplies, and such other expenditures as are necessary to properly operate the Libraries.

2-4.09. "Library Fund" There is hereby created a fund to be known as the "Library Fund", which shall be kept separate and apart from other funds. All money or revenue collected or received for library purposes, whether by taxation, gift, devise, bequest or otherwise, shall be paid into the City Treasury and deposited in said Fund and is to be used and applied only for the purpose herein authorized; provided, however, if the payment into the City Treasury of any money or property derived by donation or bequest be inconsistent with the terms of such donation or bequest the Board of Trustees shall provide for the safety and preservation of the same and the application thereof to the use of such Library, in accordance with the terms and conditions of such donation or bequest.

2-4.10. Property Title to Vest in City of San Anselmo. The title to all property, real and personal, now owned or hereafter acquired by purchase, donation, bequest or otherwise for the purpose of such Library, when not inconsistent with the terms of its acquisition, shall vest in and be and remain in the City of San Anselmo, and, in the name of said City, may be sued for and defended by action at law, or otherwise.

2-4.11. Fixing Qualifications of Employees and Salaries. The City Council of the City of San Anselmo shall fix the qualifications for all officers and employees of the Library and fix the salaries and wages thereof. The Board of Library Trustees shall make timely recommendation to the City Council before the adoption of each Annual Budget as to all matters concerning the Library Budget.

2-4.12. Powers of Board. The Board of Library Trustees shall have the following powers and duties:

- (a) To make and enforce all rules, regulations and by-laws necessary for the administration, government and protection of such Library, and all property belonging thereto or that may be loaned, devised, and bequeathed or donated to the same.
- (b) To administer any trust declared or created for such Library and to provide memorial tablets and niches to perpetuate the memory of those persons who may make valuable donations thereto.
- (c) To purchase necessary books, journals, publications, and other supplies and personal property.
- (d) To recommend to the City Council the appointment of officers and permanent employees of the Library, either full or part time as may be necessary to adequately conduct the business of the Library; to recommend to the City Council the salaries and wages thereof within the salary ranges established by resolution of the City Council.
- (e) To recommend to the Council of the City of San Anselmo the purchase or lease of real property and the erection, rental or acquisition of such building or buildings, room or rooms as may be necessary when, in its judgment, a suitable building, or portion thereof, has not been provided by said Council.
- (f) To do and perform any and all other acts and things necessary or proper to carry out the provisions of this ordinance.

Section 2.

Publication.

This ordinance shall be published once in full in The Ross Valley Times, a newspaper of general circulation printed, published and circulated in the City of San Anselmo and shall be in full force and effect thirty (30) days from and after final passage and adoption.

This Ordinance was duly and regularly introduced at a regular meeting of the City Council of San Anselmo on the 24th day of November, 1964, and thereafter passed and adopted on the 8th day of December at a regular meeting of said City Council, by the following vote;

AYES: COUNCILMEN: Clute, Capurro, Reichmuth, Smith, Franchini
NOES: COUNCILMEN: None
ABSENT: COUNCILMEN: None

MAYOR

ATTEST:

Arleta Gannon
CITY CLERK