

Recommended Ordinances  
for  
Cambridge Public Library

9 June 1977

## CAMBRIDGE PUBLIC LIBRARY

### Board of Library Trustees.

A Board of Library Trustees is hereby created and established to perform the functions designated in this Article.

### Membership of the Board of Library Trustees.

The Board of Library Trustees shall consist of seven members who shall be designated respectively as Trustees NOS. 1, 2, 3, 4, 5, 6, and 7.

Library Trustees shall be citizens residing in the City of Cambridge and shall be appointed by the City Manager.

### TERMS of Library Trustees.

Members of the Board of Library Trustees shall serve for a term of three years from the third Monday of January of the year in which they are appointed.

### Vacancies.

A vacancy occurring in the office of Board of Library Trustees for any reason shall be filled by the City Manager for the balance of the unexpired term.

### Board of Library Trustees Organization.

The Board of Library Trustees shall select from its members a chairperson, and a vice chairperson, who shall serve as such during the pleasure of the Board. The Board shall also designate a secretary who shall serve as such during the pleasure of the Board.

### Meetings of the Board of Library Trustees.

The Board shall hold at least one regular meeting of such Board

in each calendar month from September through June at the time and place fixed by the Library Trustees. Four members of the Board shall constitute a quorum for the transaction of business.

Duties and Functions of Board of Library Trustees.

The Board of Library Trustees shall have the following duties and functions:

(a) to act in a general advisory capacity to the City Manager in all matters pertaining to the municipal library operation and particularly advise the City Manager concerning the following:

1. Recommend concerning library services offered to the community and the need for additional or expanded services and facilities;
2. recommend fees and charges necessary to be instituted or modified by the Library system;
3. recommend hours of operation of library facilities;
4. recommend the desirability of establishment or termination of reciprocal relationships with other library systems;
5. recommend rules and regulations pertaining to the borrowing of library materials by non-residents and general conditions concerning the issuance of library cards or borrowing privileges; and
6. recommend as to the acceptance or rejection of all offers of donations of money, personal property

or real estate to be used for library purposes except as otherwise provided in this Article.

- (b) to accept on behalf of the City all offers of donations of money or personal property, where no conditions or burdens are attached to the offer.
- (c) to assist and work with the Director in the establishment of general policies regarding the library operation.
- (d) to adopt rules and regulations for its own organization and government consistent with the charter of the City of Cambridge and this code.
- (e) to keep accurate records of its acts and procedures in a suitable minute book which shall be open at all times during regular business hours to public inspection.

#### Library Department Functions

The Library Department is hereby created and established to perform the following functions:

- a. operate the City library system, providing free library service to the citizens of the City.
- b. Select, order, organize and maintain and circulate books, periodicals, newspapers, audio-visual materials, art works, and other informational media.
- c. maintain and assist patrons in the use of reference and other resources of the library system, and to advise readers thereon.

- d. Maintain and assist patrons in an informational and reference service.
- e. Organize and sponsor cultural events and programs.
- f. Perform such other duties as may be assigned by the City Manager and/or City Council.

