

LIBRARY BOARD
PACKET FOR AUGUST 2019
MEETING

AUGUST 26, 2019
MEETING
AGENDA

LIBRARY BOARD MEETING
AGENDA
Grand Prairie Main Library
Administration Conference Room
901 Conover Drive, Grand Prairie, TX 75051
August 26, 2019
6:00 P.M.

- I. Call to Order
- II. Approval of Minutes – June 24, 2019 Meeting
- III. Citizen Comments – Citizens may speak up to five minutes on any item on the agenda or not on the agenda.
- IV. Elect New Vice Chair
- V. New Member Orientation – The Library Board is an advisory board consisting of nine members appointed by City Council, who shall become familiar with library operations, be advocates for the library, participate in activities and programs as desired, and make recommendations to the City Council as appropriate. The board meets 6-7 p.m. on the fourth Monday of the month.
- VI. Summer Reading Club End of Season Statistics
- VII. 2019-2020 Budget Review
- VIII. Friends of the Library and Library Foundation Events and Reports
 - a. Friends Fall Sale – October 16th-20th
 - b. Foundation Wine Tasting – November 9th at 7 p.m., \$30
- IX. Betty Warmack Library Butterfly Garden
- X. Next Meeting – September 23, 2019 at Main Library
- XI. Adjournment

"In accordance with Chapter 551, Subchapter C, of the Texas Government Code, the Library Board Agenda was prepared and posted on the 19th date of August, 2019".

Posted by:



Tamilia Johnson, Executive Assistant

The Grand Prairie Memorial Library is wheelchair accessible. If you plan to attend this public meeting and you have a disability that requires special arrangements, please call 972-237-5702 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.

JUNE 24, 2019
MEETING MINUTES
AND MATERIALS

**GRAND PRAIRIE MAIN LIBRARY
ADMINISTRATION CONFERENCE ROOM
901 CONOVER DRIVE
GRAND PRAIRIE, TX 75051
LIBRARY BOARD MINUTES
June 24, 2019**

Members Present

Patsy Ray, Chair
Ada French-Goring, Vice Chair
Stephanie Brown
Dan Smith
Eric Smith
Darwin Wade

Members Absent

Deborah Adame
Karen Eddlemon
Julia Perez

Staff Present

Amy Sprinkles, Director
Jennifer Douglas, Supervisor of Process
Caitlin Milligan, Supervisor of Programs

I. Call to Order

The meeting was called to order at 6:03 p.m. by Chair Patsy Ray.

II. Approval of Minutes

The minutes of the February 25, 2019 meeting were unanimously approved as written.

III. Citizen Comments

There were no citizen comments.

IV. Summer Reading Club

Supervisor of Programs Caitlin Milligan updated the board on the many Summer Reading Club programs, classes and activities, highlighted key programs, shared statistics and distributed the program guide.

V. Blue Cloud Analytics

Supervisor of Process Jennifer Douglas demonstrated how Blue Cloud Analytics works to help staff evaluate the collection, know where books circulate best and what isn't circulating so we can make adjustments.

VI. Rank and Award Scholarship

The Library Board read, evaluated and ranked the scholarships applications and selected Madison H. as the winner of the \$500 scholarship.

VII. Next Meeting

The next Library Board meeting will be held on August 26, 2019 at the Main Library. The July meeting was waived for vacation.

VIII. Adjournment

There being no further business, the meeting was adjourned at 6:46 p.m.

Patsy Ray, Chair

Amy Sprinkles, Director

BOARD AND COMMISSION OPERATING GUIDELINES

I. INTRODUCTION

A. General

The city council of the city of Grand Prairie establishes boards and commissions to assist the council and city staff in the conduct of city business. Board and Commission members usually represent a cross-section of the community and most are appointed annually to staggered three-year terms which coincide with Council Member terms.

B. Types of Boards and Commissions

The city council has established two categories of boards and commissions:

(1) Those which act only in an advisory capacity, which include:

- Airport Advisory Committee
- Animal Shelter Advisory Committee
- Commission on Aging
- Housing and Community Improvement Commission
- Library Board
- Park Board
- Public Health Advisory Committee

(2) Those which are given authority by state statute to make certain decisions which cannot be appealed to the city council are:

- Building Advisory and Appeals Board
- Civil Service Commission
- Housing Finance Corporation
- Industrial Development Authority (currently inactive)
- Planning and Zoning Commission (with respect to plats)
- Sports Facilities Development Corporation
- Zoning Board of Adjustments and Appeals

All references to boards and commissions in this document refer to both categories unless otherwise specified.

II. BOARD AND COMMISSION APPOINTMENT PROCEDURE AND TERMS

(Summarized from the Code of Ordinances Section 2-7)

- (a) The city council shall appoint the members of all boards, commissions and agencies established by law, by this Code, or subsequent ordinances or amendments thereto, in accordance with the following:
 - (1) For those boards, commissions and agencies having nine (9) members, each councilmember and the mayor shall appoint one (1) member to the board, commission or agency, with the mayor and even-numbered councilmembers appointing on even-numbered years and odd-numbered councilmembers appointing on odd-numbered years, with the exception of the first year after adoption of this section when the mayor and all councilmembers will make appointments, and the city council will ratify the appointments; and
 - (2) For those boards, commissions and agencies having a composition of less or more than nine (9) members, the city council shall appoint by majority vote each member of the board, commission or agency. Such appointments shall be made for the period determined by ordinance, commencing on August 1 of each year.
- (b) Reserved.
- (c) Meetings of all advisory boards, commissions and committees and of the city shall be held only after compliance with the requirements of the Texas Open Meetings Act, as established in V.T.C.A., Government Code, § 551.001 et seq., as amended.
- (d) Members of the city staff shall be available to attend any meeting of a city advisory board, commission or committee when items of discussion relate to their division or department.
- (e) All members of boards, commissions and committees shall serve at the will of the city council, and may be removed at any time under the following provisions:
 - (1) Those members appointed by a majority vote of the city council shall be removed by a majority vote of the city council; and
 - (2) Those members appointed by individual councilmembers shall be removed either by a majority vote of the city council, provided that the councilmember who made the appointment is included in the majority vote to remove, or two-thirds vote of the city council if the appointing councilmember does not vote favorably to remove the member.
- (f) Each board, commission or agency shall keep accurate minutes of each meeting. Each board, commission or agency shall keep an accurate record of the names of the members who are present and absent from their meetings. Each board, commission or agency shall establish its own attendance rules, regulations and method of enforcement, which may include automatic removal from office, unless in conflict with state law, the City Charter or this section. In addition to such rules and regulations, any member who is absent from three (3) consecutive, regularly scheduled meetings shall be automatically removed from office and shall be replaced by the city council; provided, however, the city council may determine that the member had appropriate excuses for the absences and may allow the member to remain on the board, commission or agency if these excuses are reported to the board or commission in advance of the absence, where practical, and reported to the city council in the official minutes of the board or commission.
- (g) Except as follows, and except for appointees to the Grand Prairie Sports Facilities Development Corporation, no person shall serve more than two (2) consecutive three-year terms on any board or commission or agency, nor more than six (6) consecutive years unless the city council by a three-fourths vote of all councilmembers shall waive this limitation for a specific appointment. Appointees to the Grand Prairie Sports Facilities Development Corporation shall serve no more than three (3)

consecutive two-year terms, nor more than six (6) consecutive years unless the city council by a three-fourths vote of all councilmembers shall waive this limitation for a specific appointment.

- (h) In addition to the standing boards, commissions and agencies provided in this Code, the city council may appoint such additional ad hoc committees having a specific term and topic as it may deem necessary.
- (i) Any such ad hoc committee shall serve under the same rules, regulations and procedures as established for standards boards, commissions and agencies except as provided in subsection (k) herein below.
- (j) The members of all boards, commissions and agencies of the city shall be residents of the city.
- (k) No person shall be appointed to serve on more than one (1) board or commission at the same time, except that the members of the park board, park board of trustees and tree board shall be the same; members of the planning and zoning commission shall also serve as the citizen advisory committee for photographic traffic signal enforcement, and members of standing boards, commissions and agencies may also serve on ad hoc committees.

III. RESPONSIBILITIES OF BOARD AND COMMISSION MEMBERS

A. General

It is a high honor to be selected as a city board or commission member, and it provides an unusual opportunity for genuine public service. Although specific duties of each board and commission vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

1. Members should understand the role and scope of their responsibilities and be informed of the individual commission's scope of responsibility and of its operating procedures.
2. Members should be careful to represent the majority views of their individual commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Good communications are essential - members are in a position to serve as liaison between the city and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and city, presenting city programs and recommendations and providing a channel for citizen expression.
5. Members are encouraged to become familiar with matters coming before them and be thorough in recommendations - view situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on preparedness will strengthen the value of the group's recommendations.
6. Supportive relationships with the city council and city staff are fundamental to the successful operation of any board or commission. In contacting city

personnel on items of consideration, the proper channel is through the designated city staff person providing staff support for each individual board and commission.

7. Members are encouraged to establish a good working relationship within the group; respect individual viewpoints; allow other members time to present their views fully before making comments; be open and honest; welcome new members; strive to minimize political action on issues.
8. Council appointments to commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; provided, however, members should not use or involve their membership in the conduct of political activities.

B. Code of Conduct, Conflict of Interest

The office of an appointed official is one of trust and service to the city and the citizens of the city. This position creates a special responsibility for board and commission members. Members are expected to consider issues and act in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective city government. To further these objectives, certain ethical principles shall apply to the conduct of board and commission members, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that members may merit the respect and confidence of the city council and citizens;
2. Recognize that the chief function of local government at all times is to serve and protect the best interests of all the people, without regard to race, gender, religion, national origin or disability;
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the board or commission, not seek or accept gifts or special favors; believe that personal gain by use of confidential information or by misuse of position, title or time is dishonest; and
5. Recognize that public and political policy decisions are ultimately the responsibility of the city council.

C. Attendance

Each board or commission shall keep an accurate record of the names of the members who are present and absent from their meetings. Any member who is absent from three (3) consecutive, regularly scheduled meetings shall be automatically removed from office and shall be replaced by the city council; provided, however, the city council may determine

that the member had appropriate excuses for the absences and may allow the member to remain on the board or commission if these excuses are reported to the board or commission in advance of the absence where practical, and reported to the city council in the official minutes of the board or commission.

IV. ROLE, STAFFING, AND AUTHORITY OF BOARDS AND COMMISSIONS

A. General

The primary role of boards and commissions is to review and make recommendations to the city council on matters their scope of responsibility and promote increased public feedback and citizen participation into the determination of city policies and program implementation. On specific matters referred by the city council, boards and commissions may serve as reviewing boards.

Certain boards and commissions listed in paragraph I(B)(2) of this document may take final actions, not subject to city council approval, as prescribed by state statute.

Boards and commissions should represent the general interests of the city as a whole and not specific-program areas and their interest groups.

B. Orientation

The staff liaison and board and commission chairperson are responsible for ensuring that all new board and commission members are properly oriented. It is suggested that a notebook of relevant background materials be provided to all new members

C. Mission Statement

The charge or mission of each board and commission should be provided in the enabling ordinance. This mission should be reviewed by each board and commission from time to time and revised as required.

D. Staff Resources

Each board and commission is assigned a department manager or other administrator to provide staff support and review agendas and provide executive assistance. All staff members assigned to boards and commissions report to the city manager who, in turn, reports to the city council.

E. Rules of Procedural By-Laws

1. Boards and commissions may develop additional guidelines or by-laws specific to their operation not in conflict with this document.
2. Meetings of all boards, commissions and committees of the city shall be held in compliance with the requirements of the Texas Open Meetings Act and shall be conducted in

accordance with any adopted guidelines, by-laws, or rules of order or procedures, and may rely on Roberts Rules of Order. (Reference -Exhibits A and B.)

F. Officers and Organization

1. There shall be an annual election of a chairperson and vice-chairperson within 45 days after annual appointments, generally in August or September.
2. The chairperson is the key to the entire group process and is essential to the smooth operation of the board or commission. The chairperson must balance being strong enough to make certain that the meeting is run by the rules, but democratic enough to use the power and authority of the position wisely. The chairperson's ability to handle meetings will have a significant impact on morale, operation, and effectiveness.

The chairperson must make certain that discussions do not get side-tracked on minor issues and must have the ability to remain focused on the agenda.

The chairperson should be able to represent the entire group to the city council and community groups.

The vice-chairperson will serve as chair in the absence of the chairperson. Other officers may be elected as determined by the respective board or commission.

3. A majority of the regular voting members of any board or commission, or a majority of the regular voting members and such alternate members as are called upon to serve on such board or commission for the specific meeting, shall constitute a quorum for such board or commission. Exceptions are: Commission on Aging for which four members must be present to constitute a quorum; seven members constitute a quorum for the Zoning Board of Adjustments. A quorum is required for official action by any board or commission.

Agendas are to be submitted to the assigned deputy city manager for review and to the city secretary in sufficient time for posting at least three days prior to the scheduled meeting. The following standard format is recommended for board and commission agendas:

- I. Call to Order*
- II. Approval of Minutes*
- III. List Agenda Items*
- IV. Adjournment*

Appropriate sub-sections may be added under any major headings. "New Business" and "Old Business" are not appropriate headings to make the public aware of what is to be discussed and cannot be used.

Posted in accordance with Chapter 551, Government Code, V.T.C.A, this (date and time). Add signature of person posting the agenda.

City Hall (or other meeting place) is wheelchair accessible. If you plan to attend this public meeting and you have a disability that requires special arrangements,

please call (name and phone number of contact person) and reasonable accommodations will be made to assist your needs.

Each board and commission shall keep accurate minutes of each meeting. It shall be the responsibility of the assigned city staff to record and maintain minutes for all meetings. The minutes shall, be "summary" and not "verbatim". The minutes should briefly describe the issues and actions taken, Comments by all members on every agenda item cannot practicably be included in the minutes. Votes may be noted as follows: Unanimous votes as "9-0"; split votes as "7-2 with Mr. Jones and Ms. Smith voting nay." Also, members abstaining for legal conflict of interest requirements are required to state their reason for abstention for recording in the minutes and must complete a Conflict of Interest Form.

Minutes are a permanent document and after approval by the board/commission should be forwarded to the City Secretary to be included in the Administrative Reports that is provided to the City Council each Friday. Each staff liaison is responsible for maintaining board minutes as a permanent record.

G. Involvement in Administrative Matters Working with Staff

Boards and commissions should not become involved in the administrative or operational matters of the city departments. Members may not direct staff to initiate major programs, conduct large studies, or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies, program reviews and other services of a general staff nature. Boards and commissions may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating city resources properly rests with the city manager and the city's duly elected representatives, the city council, and cannot be delegated to an outside group.

All requests for staff assistance on new projects or policy development from board and commission members must be approved by the city manager who is responsible for the assignment of work to all departments. It is his/her responsibility to keep the city council informed of all such requests and to insure that there is sufficient staff time available to work on such requests,

If friction develops, individuals should make every attempt to clarify differences and make certain that clear communication is taking place. Public meetings should not be used to express anger or disagreement. If differences cannot be resolved by this method, the city manager should then be consulted in an effort to resolve the matter.

H. Communication with the City Council

To avoid possible compromising situations, the invitation to individual commission members to address the council on matters relating to their official capacity rests solely with the city council. It should be emphasized, additionally, that when a member who is present at a city council meeting is asked to address the council on a matter, the member should represent the viewpoint of the particular commission as a whole (not a personal opinion), unless a proper qualification is made.

I. Working with Other Members

Members should make every effort to uphold their reputation for honesty, fairness and openness with the citizens of the community. Each group undoubtedly consist of diverse personalities; it is important that members work together to accomplish common goals,

When members interact positively the internal organization runs smoothly and the group is functional. The ideal commission works toward consensus solutions after a good deal of technical study. It should clarify the various positions in order that its recommendations allow a rational decision on the part of the city council.

J. Staff Reports to Council on Board and Commission Actions

There will be occasions when city staff will be required to prepare an agenda report on either a commission action, or appeal for city council review. In preparation of such a report the staff member should present both the staff position and the commission's position. The position of a member not voting in the majority on an item should also be presented in the staff report if indicated by the member.

It is the desire of the city council to have an opportunity to hear and consider all sides of an issue and alternative recommendations to assist in their decision making process.

K. Procedure for Handling Public or Appeal Hearing

In some instances, commissions shall have to conduct a public hearing, either on a major issue of concern to the community or on a permit application or appeal of a staff decision. It is recommended that for a public hearing where there is an applicant or appellant, that this individual be allowed to speak first without a time limit, unless a time limit has been agreed upon by the members, Following the presentation by the applicant or appellant, members can either divide the additional speakers based upon their stand on the issue or allow them to speak in a random order, depending upon the number of speakers and the degree of interest in the issue. For large groups, it is often better for the speakers to be divided according to whether they are supportive or non-supportive of the applicant or appellant. Under this procedure it is customary for the speakers in support of the applicant or appellant to speak first. There should also be a uniform time limit for each speaker (the council sets a five-minute limit). However, if a public hearing is required by law, relevant, non-repetitive testimony must be accepted. An option may be proposed by the chairperson

to allow fewer speakers with an extended time limit. Finally, the applicant or appellant should be provided the opportunity of rebuttal as the last speaker under the same uniform time limit.

L. Legal Assistance

Some commissions require the presence of the city attorney. When there is doubt concerning the legality of an issue, the attorney is there to advise members as to the legality of the proposed action.

Remember the adage, "discretion is the better part of valor" and when in doubt about the legality of a procedure, wait until the legal opinion is rendered. If necessary, a hearing may have to be continued until matters can be clarified. Counsel must very often control the circumstances surrounding a particular matter since he/she may be required to defend the action in court.

Great care must be taken in the maintenance of records of the proceedings when litigation is a possibility. The direction of the city attorney should be followed closely.

M. Public Appearance of Members

When a commission member appears in a non-official, non-representative capacity before any public or private body, the member should not identify or disclose his/her membership on a commission. If a question of membership arises, the member shall indicate that he/she is speaking only as an individual.

N. Commission Members Running for Elective Office

Members of the city's boards and commissions shall be permitted to retain membership on such appointive bodies while seeking any elective office. Election to the Grand Prairie City

Council constitutes resignation from the appointed board or commission. Members of appointive bodies shall not, however, use the meetings, functions, or activities of such bodies for purposes of campaigning for elective office.

O. Miscellaneous

It is the policy of the city not to purchase or pay for business cards, identification badges, or other personal items identifying individuals as members of a board or commission.

MOTIONS: RANKING AND REQUIREMENTS

1. Ranking Motions: These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.

Privileged Motions

- Fix the time to adjourn (1)
- Adjourn (1)
- Recess (1)
- Raise a question of privilege (1) (2)

Subsidiary Motions

- Lay on the table (1)
- Previous question [call the question or close debate] (1)
- Postpone definitely
- Amend
- Postpone indefinitely

Main Motions

- II. Non Ranking Motions: These motions have no established rank, but derive their rank from the parliamentary situation in which they are made,

Incidental Motions

- Divide the question (1)
- Parliamentary inquiry (1) (2) . Point of order (1) (2)
- Suspend the rules (1)
- Withdraw a motion (1) (2)

111. Motions that Bring Up a Question Again

- Reconsider
- Remove from the table (1)

- (1) Motions that are not debatable
- (2) Motions that do not require a second

SUMMARY OF KEY PROVISIONS OF THE
TEXAS OPEN MEETINGS ACT

Meetings of all boards, commissions and committees of the city shall be held in compliance with the requirements of the Texas Open Meetings Act. There are three basic requirements of the Act:

- (1) That deliberations by a quorum of any board, commission or committee of the city, with the exception of executive sessions* must occur in public.
- (2) That the public be properly notified when deliberations take place (posted agenda).
- (3) That every item of public business that is deliberated upon by a city board, commission or committee must appear on a printed agenda, which is to be posted at least 72 hours prior to the deliberation taking place.

*Questions regarding executive sessions or clarification of other requirements of the Texas Open Meetings Act should be directed to the City Attorney's Office.