

**PUBLIC HEARING  
LEGAL NOTICE**

**TOWN OF HEBRON  
BOARD OF SELECTMEN**

The Hebron Board of Selectmen has scheduled a Public Hearing for Thursday, June 6, 2013, at 7:00 p.m. at the Town Office Building, 15 Gilead Street, Hebron, Connecticut regarding a proposed ordinance relating to the Douglas Library of Hebron becoming a Municipal Library and formation of a town appointed governing Library Board of Trustees. The related proposed property transfer from the Douglas Library of Hebron Board of Trustees to the Town of Hebron will also be a subject of the Public Hearing.

The proposed Ordinance reads in part: Purpose: The Douglas Library of Hebron was created in 1846 as the Hebron Public Library, organized under the laws of the State of Connecticut. Its name was changed in 1949 to the Douglas Library of Hebron. In accordance with the stipulations in the will of Dr. Charles Douglas the name shall forever remain the "Douglas Library of Hebron". The Library is now offering to transfer its total assets (including land, building and furnishings therein) to the Town of Hebron to enable the town to own the public library. It is the purpose of this ordinance to establish the Douglas Library of Hebron as a municipal library (not an association as at present) and to create a Governing Board of Trustees to manage the library.

The complete text of the proposed ordinance is available at Hebron Town Office Building. Residents are encouraged to attend this Public Hearing and express their opinions.

Prior to opening the hearing for public comment, there will be a brief presentation to provide information on the proposals.

Andrew J. Tierney  
Town Manager

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# A Draft Ordinance

April 16, 2013

## **Purpose**

The Douglas Library of Hebron was created in 1846 as the Hebron Public Library, organized under the laws of the State of Connecticut. Its name was changed in 1949 to the Douglas Library of Hebron. In accordance with the stipulations in the will of Dr. Charles Douglas the name shall forever remain the "Douglas Library of Hebron". The Library is now offering to transfer its total assets (including land, building and furnishings therein) to the Town of Hebron to enable the town to own the public library. It is the purpose of this ordinance to establish the Douglas Library of Hebron as a municipal library (not an association as at present) and to create a Governing Board of Trustees to manage the library.

## **Principal Library**

The Douglas Library of Hebron is designated the Principal Public Library for the Town of Hebron as defined in Section 11-24 a (a) 3 of the Connecticut General Statutes.

## **Acceptance of Assets and Liabilities**

The assets of the Douglas Library of Hebron Association are accepted by the town effective as of the date of transfer. In consideration thereof, the town shall assume the liabilities of the Douglas Library of Hebron as of the date of transfer. An inventory of property to be retained by the Douglas Library of Hebron Association has been prepared and is on file in the Office of the Town Clerk recorded as an attachment to the property transfer Quit Claim Deed.

## **Library Facilities**

On or after the date of transfer, there shall be a public library owned and operated by the town, with such suitable rooms or buildings as may be necessary for such library. In accordance with the Eben B. Page deed the existing library building shall remain in use as a free public library to serve the Town of Hebron.

## **Creation of the Library Board of Trustees**

There shall be a Library Board of nine trustees, appointed as follows: six (6) members designated by the Douglas Library of Hebron Association from the Association membership and three (3) by the Board of Selectmen. All members of the Board of Trustees will be appointed by the Board of Selectmen. Of the nine (9) members first appointed, four (4) shall be appointed for a five (5) year term, three (3) for a three (3) year term, and two (2) for a one (1) year term. Thereafter all appointments shall be for four (4) year terms.

Any vacancy due to removal, resignation or death of a Library Board member shall be filled in accordance with Section 603 of the Hebron Town Charter , with the stipulation that a position vacated by an Association member must be filled by a member recommended by the Association. All Trustees shall serve without compensation. The Town Manager or his designee and the Library Director shall serve as liaisons to the Board.

No person shall be appointed to the Board unless the appointee is an elector of the Town of Hebron. Minority representation shall be in accordance with Section 206 of the Hebron Town Charter and pursuant to C.G.S. 10-46 (c), specifically no more than six (6) members from any one political party. Creation of the Board of Trustees is in accordance with Hebron Town Charter Chapter VI, Section 606 I.

## **Powers and Duties of the Library Board of Trustees**

The Library Board of Trustees of the Town of Hebron (hereinafter referred to as the "Library Board") is hereby created and established:

- A. The Library Board's function will be to:
1. Adopt policies, goals, and objectives for the operation of the public library and to develop Strategic Planning.
  2. Monitor and review the operations of the public library.
  3. Develop with the Library Director an annual operating and capital budget to be presented to the Town Manager for review and incorporation in the town's annual budget.
  4. Form a Selection Committee to recruit, interview and select a Library Director in concurrence with the Town Manager.
  5. Consult and advise the Town Manager, Board of Selectmen, Board of Finance and other town officials and employees regarding the operation of the public library.

6. Accept on behalf of the Town of Hebron, all gifts or donations of books, periodicals or other tangible personal property.
7. Have sole and exclusive authority for the use of private funds now held or hereafter donated to The Douglas Library of Hebron for public library purposes.

## B. Organization

1. The Board shall hold at least ten (10) regular meetings each year. Within sixty (60) days of the enactment of this ordinance, the Library Board shall elect from its membership:
  - a. One (1) Chairperson
  - b. One (1) Vice Chairperson
  - c. One (1) Treasurer
  - d. One (1) Secretary

Thereafter, elections of officers shall occur every two years during the month of January. The Library Board may adopt bylaws detailing therein the duties of its officers, committees and any other rules of order not inconsistent with the Charter, this ordinance and the laws of the State of Connecticut.

## Library Director

The Board of Selectmen, after consultation with and upon the recommendation of the Town Manager and the Library Board of Trustees, will confirm either the appointment or termination of the Library Director.

The Library Director shall report to the Library Board through its Chairperson or his/her designee. The Library Board will provide guidance to the Library Director in dealing with policy issues while the Town Manager will provide oversight of budget and personnel issues.

As a governing board, the Library Board shall have the authority to counsel or reprimand the Library Director for violations of board policy not implicating town personnel policies. The Library Board will have the authority to recommend discipline of the Library Director to the Town Manager.

Ultimate authority with respect to the Library Director rests with the Town Manager who shall consider the findings, conclusions and recommendations of the Library Board in making determinations regarding the Library Director.

The Library Director shall:

1. Develop and recommend to the Library Board policies, goals, and objectives for the operation of the Public Library.
2. Have the responsibility and the authority for the administration of the policies, goals, and objectives established by the Library Board.
3. Develop with the Library Board an annual operating and capital budget to be presented to the Town Manager for review and inclusion in the annual town budget.
4. Select collection materials, supervise staff and facilities, and perform such other functions as are usual to public library directors in general.

### **Library Employees**

All Library staff are Town employees and this arrangement shall continue. The Town of Hebron Employee Personnel Policies and Procedures Manual and all other town policies shall govern all full and part time Library staff.