



MEMORANDUM

To: Mayor and City Council

From: Alexis Wellborn, Cozby Library Manager
Jessica Carpenter, Director of Community Experiences

Date: April 14, 2026

Reference: Consider adoption of an Ordinance of the City Council of the City of Coppel, Texas amending the Code of Ordinances by amending Chapter 2, “Boards and Commissions”, by repealing and replacing Article 2-1, “Library Board”, Section 2-1-4 (C), “Meetings”, and Section 2-1-5 (C-H), “Powers and Duties”, for the Cozby Library and Community Commons Board; and, Providing a Severability Clause; Providing a Repealing Clause; and Providing an Effective Date.

Introduction:

An amendment to the Code of Ordinances regarding the Library Board is requested to bring the Code into alignment with the current practice regarding meetings and to clarify the Powers and Duties of the Library Board.

Background:

The Library Board Bylaws outline the roles, duties, and responsibilities of the Library Board and were last updated and approved by City Council in 2017. Along with necessary administrative updates, staff recognized the need to allow the Library Board to discuss additional update opportunities. The updates requested are designed to bring the bylaws into alignment with the city code, current practice regarding staff titles, and the location that meetings are held; as well as reflect changes discussed and determined to be necessary by the Library Board.

During the review of the Library Board Bylaws in conjunction with the relevant City Code sections, it was determined that amendments to the Code are also necessary to match the Code with current library structure and clarify powers and duties of the Library Board.

The amendments are as follows:

Article 2-1, “Library Board”, Section 2-1-4 (C), “Meetings”, is recommended for repeal in its entirety and replacement.

Current language:

- C. All meetings require a quorum of five voting members. A voting member is defined as a regular member who has been appointed by council or by an alternate member who is standing in to constitute a quorum.

Recommended language:

- C. All meetings require a quorum of five voting members. A voting member is defined as a regular member who has been appointed by council or alternate member who is substituting for a regular member.

The purpose of this amendment is to bring clarity to the roles and obligations of alternate members who, when called upon to substitute for a regular member, act in the place of a regular member with all the rights and voting privileges of a regular member.

Article 2-1, “Library Board”, Section 2-1-5 (C-H), “Powers and Duties”, is recommended for repeal in its entirety and replacement.

Current language:

- C. Act in an advisory capacity to the city council, city manager and library director in matters pertaining to library services.
- D. Promote library services to the community and cooperate with other governmental agencies and civic groups in the advancement of library services.
- E. Review and/or recommend policies to govern the operations of the library.
- F. Assist in interpreting the policies and functions of the library department to the public.
- G. Review the effectiveness of library services with the library director.
- H. Assist in long-range planning and give input for improvement and expansion of library services and facilities and review and make recommendations to the city council regarding the library's master and five-year plans.

Recommended language:

- C. Act in an advisory capacity to the city council, concerning policies pertaining to the Cozby Library.

- D. Promote Cozby Library to the community and cooperate with other governmental agencies and civic groups in the advancement of the library.
- E. Review and/or recommendation to the Council regarding improvements to govern library.
- F. Assist in promoting policies and functions of the library to the public.
- G. May act as a board of appeals for library patrons regarding material reconsideration or challenge. Assist in long-range planning and give input for improvement and expansion of library services and facilities, and review and make recommendations to the city council regarding the library's master and five-year plans.
- H. Unless deferred, provide annual library board reports to the city council regarding its goals and objectives and its input for future library services.

The purpose of these changes is to adjust the powers and duties of the Library Board to the needs of the community, the library, and Council. Specifically, the Library Board was established to act in an advisory capacity to the City Council. The recommended amendments to Sections 2-1-5(C), (E), (G), and (H) clarify the role and expectations of the Library Board as reporting and advising direct to Council. The amendment to City Code Section 2-1-5(G) formalizes the role of the Library Board acting as a board of appeals for library patrons regarding library materials after staff has made a determination on citizen requests for review of material. Finally, the amendments to Sections 2-1-5(D) and (F) memorialize the Library Board's obligation to act as a liaison with the community by promoting and advancing the goals of the City Council for the Cozby Library.

The recommended Code amendments bring clarity to the role of the Library Board members for Council, staff, the community, and the members themselves.

Legal Review:

This item has been reviewed by the City Attorney.

Fiscal Impact:

N/A

Recommendation:

The Community Experiences Department recommends approval of this item.