



## MEMORANDUM

**To:** Mayor and City Council

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

**Date:** April 14, 2026

**Reference:** Consider approval of the updated Library Board Bylaws to reflect current practice.

**Vision 2040:** Sustainable Government

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### **Introduction:**

A revision to the Library Board Bylaws is requested 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.

### **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.

The following is a summary of the Library Board's recommended updates to the bylaws as reviewed by the City Attorney:

Update I: Bring clarity to the bylaws for the stated intent of the Library Board as set forth in the city code.

- Article II, Section 1
- Article VI, Section 1 (C)

Update II: Necessary administrative updates to reflect current staff titles, meeting location, and scheduling of meetings.

- Article III, Section 1

- Article V, Section 1 and Section 2
- Article VI, Section 1 (F), (G), and (Proposed sub-section J)

Update III: Creates clarity to the bylaws regarding the ethical obligations of Library Board members.

- Article IV, Section 3 (Proposed)
- Article VI, Section 1 (J)

Update IV: Create alignment of the bylaws to the code regarding member attendance obligations and the Powers and Duties of the Library Board.

- Article V, Section 7 (B)
- Article VI, Section 1 (Newly proposed sub-section I)

**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.