

**ORDINANCE NO. 2025-4**

**ORDINANCE OF THE  
TOWN OF MIDDLETOWN, RHODE ISLAND**

**AN ORDINANCE AMENDING THE TOWN CODE OF THE  
TOWN OF MIDDLETOWN**

**TITLE III ADMINISTRATION  
Chapter 32, Departments, Boards and Commissions**

**NOW THEREFORE, BE IT ORDAINED AS FOLLOWS:**

FIRST: That Town Code Title III, Chapter 32, Entitled “Departments, Boards and Commissions” is amended by adding a new Section 32.96 entitled “Library Building Committee” thereto:

Section 32.96 Library Building Committee

Section

32.96 (A) Legislative Findings and Intent

32.96 (B) Creation; Membership

32.96 (C) Organization; Officers

32.96 (D) Purpose

32.96 (E) Duties and Responsibilities

A. Legislative Findings and Intent.

1. Whereas, pursuant to R.I. Gen. Laws § 29-6-6, the Office of Library and Information Services may award state grant-in-aid to reimburse the construction or improvement of public library facilities in a city or town, and the processes for the award of state grant-in-aid for library construction that is undertaken to improve library facilities and meet community needs for services are governed by the Regulations for Public Library Construction Reimbursement (220-RICR-60-15-1)(the “Regulations”); and

2. Whereas, the Regulations contemplate the creation of a building committee to assist with the planning and construction of the library improvements, and further require that a professional librarian with library construction project experience serve as an independent consultant assisting the library director, library board and/or building committee and the architect throughout the planning and construction of the improvements.

3. Now therefore, the Town Council intends, through the enactment of this ordinance, to form a Library Building Committee for the purpose of assisting, advising, and making recommendations to the Middletown Library Board of Trustees (the “Library Board”) and Town Council with respect to the submission of applications for approval and delivery of library construction projects and applications for grant-in-aid reimbursement.

B. Creation, Membership. There is hereby created a Library Building Committee consisting of eleven (11) members, including the Library Director and Assistant Director; the Town Administrator or his designee; the Town Facility Director; two (2) members of the Town Council appointed by the Town Council President (collectively, the “non-public members”); two (2) members of the Library Board of Trustees appointed by the Library Director; and three (3) members of the public appointed by the Library Board (the “public members”). All public members shall be Middletown residents and shall have architectural, engineering, \*Interior design and/or construction experience. Alternates may be appointed from time to time for the non-public members. Alternate members may sit and may actively participate in Committee meetings, but shall not vote on any matter requiring a vote, unless the primary member is absent. Committee members shall continue to hold their respective offices until their qualified successors have been appointed; provided that public members shall be appointed to serve terms of three (3) years, which terms shall commence upon passage of this ordinance. No public member shall serve for more than two consecutive terms without at least a one year interval before being appointed for an additional term.

C. Organization, Officers. The Library Building Committee shall organize annually by electing one of its members to serve as the Chair, another to serve as the Vice-Chair, to act as the Chair in the Chair’s absence, and another to serve as Secretary, who will be responsible to keep minutes of all Committee meetings. The Chair shall conduct all meetings in accordance with the Rhode Island Open Meetings Law and Robert’s Rules of Order, and shall serve as a liaison between the staff and the Committee. Regular meetings of the Committee shall be held at least monthly on such days as the Board may determine, and special meetings shall be held at the call of the Chair or on the written request of three members. Six (6) members of the board shall constitute a quorum at any regular or special meeting.

D. Purpose. The Library Building Committee shall serve in an advisory capacity. Its purpose shall be to provide input and oversight relative to the effect of the master planning and delivery of construction projects on the community; to examine scope, designs, construction plans, and budget for reasonableness and compliance; to recommend a master plan and construction projects to the Library Board and Town Council for approval and submission to the Office of Library and Information Services; and for any other purpose that shall from time to time be adopted by the Library Board and/or Town Council. The Library Building Committee shall not have authority to enter into contracts or to participate in the day to day fiscal management of library construction projects.

E. Duties & Responsibilities. The Library Building Committee, facilitated by the Professional Librarian and/or Owner’s Representative/Project Manager where applicable, shall provide input and oversight relative to the effect of the master plan and delivery of library construction projects on the community; to examine scope, designs, construction plans, and budgets for reasonableness and compliance; and to recommend a plans to the Town Council for approval and submission to the Office of Library and Information Services, and to serve in an advisory capacity during the construction phase of the library construction projects.

The Library Building Committee shall report to the Town Council as necessary on all pertinent issues, and where applicable, the Professional Librarian and/or the Owner’s Representative/Project Manager will attend public meetings of the Town Council as necessary to

present Library Building Committee updates and reports. The Library Building Committee will post all meetings, agendas and minutes on the Rhode Island Secretary of State website. Minutes of the meetings will be prepared by the ~~\*Secretary of the committee~~~~Library Director's designee~~ and shall be approved by the Library Building Committee.

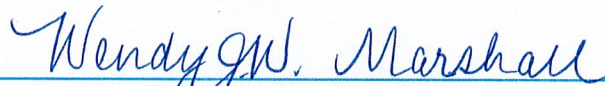
Upon approval and funding of a library construction plan, the Town Council and the Library Board, with relevant input from the Library Building Committee, shall provide overall fiscal oversight and assure accountability in the management of the project and the spending of public funds. Financial responsibility/authority shall be with the designated representative from the contract signatory - Town Administrator or Library Director. Where both the Library Board and Town co-sign contracts, the Town Administrator shall have financial responsibility.

*SECOND: This ordinance shall take effect upon adoption and its provisions shall supersede any inconsistent or contrary provision in any other ordinance.*

\*AMENDED BY COUNCIL – JANUARY 6, 2025

JANUARY 6, 2025

READ AND ADOPTED IN COUNCIL, AS AMENDED



Wendy J. W. Marshall, MMC

Town Clerk