

HERMISTON PUBLIC LIBRARY
235 East Gladys Avenue Hermiston, OR 97838

BY-LAWS OF THE LIBRARY ADVISORY BOARD

Article I
Name of Library

The name of the library shall be the Hermiston Public Library

Article II
Name of Library Board

The name of the Library Board shall be the Hermiston Public Library Board.

Article III
Purpose of the Library Board

Section 1. The purpose of this Library Board is to advise the Hermiston City Council on library issues.

Section 2. The city's Municipal Code, Ordinance 88, passed Feb. 23, 1915, and amended in Ordinance 1101 passed July 7, 1977, and in accordance with the Oregon Revised Statutes 357.400 to 357.621, authorizes the Library Board.

Section 3. The Library Board consists of five members appointed by the Mayor and City Council, with appointments to begin on July 1 and expire on June 30. Terms are to be staggered.

Section 4. The Library Board members may not be appointed for more than two consecutive full terms of four years each. Appointment to complete an unexpired term does not apply to this limitation, but, any person may be appointed again to the board after an interval of one year.

Section 5. Hermiston's Mayor is a non-voting member of the board. Other elective officers of the city or county shall not serve as board members. Two people residing at the same household may not serve on the board at the same time.

Section 6. Any member of the Library Board having any financial interest, either directly or indirectly, in any contract to which the library may be a party, shall declare a potential conflict of interest and refrain from voting on the matter. All members shall serve without compensation.

Section 7. Regular attendance at Library Board meetings is important, and members unable to attend meetings on a consistent basis should consider resigning. Upon failure of any member to

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attend three consecutive meetings, the Library Board may recommend termination of the appointment to the City Council, and the City Council may remove the incumbent from the Library Board and declare the position vacant to be filled in the manner of a regular appointment.

Section 8. The Mayor and City Council shall appoint applicants to unexpired terms in the manner of a regular appointment.

Article IV Officers

Section 1. Officers of the Library Board shall be a chair and a vice-chair.

Section 2. Officers shall be elected at the July meeting of the Library Board, which shall be the annual meeting, and shall take office immediately.

Section 3. The chair shall preside at all meetings and have supervisory and directional powers over the Library Board. The chair shall review Library Board agendas with the staff liaison. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Library Board unless delegating that responsibility to another on a time-by-time basis. The chair shall perform all other functions usually associated with the office.

Section 4. The vice chair shall preside in the absence of the chair.

Section 5. The library director or the director's designee shall serve as secretary of the Library Board, responsible for taking the minutes of the meeting and other duties as directed by the Library Board.

Article V Board Meetings

Section 1 The Library Board shall meet at least eight times a year in separate months, and every meeting shall be publicized in advance, and open to the public. The Library Board shall set the date, hour, and location, consistent with Oregon Public Meetings Laws.

Section 2. The chair, Library Director (board secretary), or two Library Board members may call special meetings of the Library Board at any time, provided that reasonable notice is given to all members and the public. Reasonable is considered 24 hours. Special meetings shall not count toward the attendance requirement. (See Article III, Section 7.)

Section 3. A quorum for the transaction of business shall consist of three members of the Library Board, or 51 percent or more if the number of Library Board members is changed. If a

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quorum is not attained within 15 minutes following the scheduled call to order, the meeting shall be canceled. Three (3) members of the board must agree to make a decision.

Section 4. A voice vote may be gathered by telephone and/or e-mail by the chair or library director in cases of inclement weather or other emergency. There shall be no lobbying by the person recording the vote.

Section 5. "Robert's Rules of Order Newly Revised" shall govern proceedings of meetings.

Article VI Subcommittees

Section 1. Special subcommittees may be appointed by the chair from time to time to study specific issues. Such subcommittees may include board members and other community members and shall serve only until completion of the task for which they were appointed. The chair will act as ex-officio member of each committee, without committee voting power.

Article VII Duties of the Library Board

The Library Board shall:

Section 1. Formulate and recommend to the City Council, policies for the governance of the library.

Section 2. Establish rules and regulations governing use of the library and its facilities.

Section 3. Interview and provide written evaluations and/or recommendations for all candidates for the director, following established city procedures.

Section 4. Review goals and priorities of the library as they affect the budget, services, and future development of the library

Section 5. Establish policies for the selection and purchase of books and other materials for the library, establish policies for Internet use. The City Council and City Manager have directed the board to act as the final authority in controversies over the inclusion and/or removal of books and other library materials. It is noted that a member of the public may approach the City Council at any time as a matter of final appeal.

Section 6. Serve as liaison between the City Council and the general public.

Section 7. Encourage use and support, financial and otherwise, of the Library.

Section 8. Establish by-laws for the Library Board's governance.

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Section 9. Recommend to the City Council candidates for Library Board membership.

Section 10. Carry out other responsibilities as assigned by the City Council.

Article VIII Duties of the Library Director

Section 1. The library director shall be the chief executive of the library as directed by the City Manager, and as such shall be responsible for the administration of the library under the general policies approved by the City Council.

Section 2. The director shall receive copies of all communications or petitions from employees or the public and have the right to make recommendations prior to Library Board consideration.

Section 3. In matters of challenged materials or policies, the director shall try to resolve them in written form before the matter is sent to the Library Board. The director should make the Library Board aware of all communications and his/her initial response to them regarding policies of the library that are governed by the Library Board.

Section 4. The library director shall have custody of all money as gifts or memorials to the library in the form of a trust account in the library's name. Expenditure of a substantial amount (over \$5,000) should be approved by the Library Board. All such funds shall be dispersed through the city finance officer in proper city procedure.

Article IX Amendments

Section 1. These by-laws may be amended using the following procedure:

- a) Present the amendment(s) in written form at a regularly scheduled and publicized meeting of the library board.
- b) Board members are to be reminded of the amendment(s) in the call for the next regularly scheduled meeting.
- c) Passage of the amendment(s) requires a 3/5 vote of the entire board at a regularly scheduled meeting.
- d) If more discussion or research is needed, the vote may be postponed as long as the vote is taken at a regularly scheduled meeting with a quorum present.

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