

BYLAWS OF THE ST. HELENS PUBLIC LIBRARY BOARD

NAME

The name of this organization shall be the St. Helens Public Library Board authorized by Chapter 357 of the Oregon Revised Statutes and City of St. Helens Ordinance No. 2627.

COUNCIL RESPONSIBILITY

The mayor shall assign to one city council person responsibility for the operation of the public library. That council person's responsibilities, subject to concurrence and approval of the city council, shall include the hiring of a librarian, approving staff hiring, approving operation policies and procedures, and approving and overseeing the general operations of the library facility and expenditures of all budgeted funds. The council person shall seek the counsel of and consult with the library board and may take part in their deliberations, but the council person shall not be a voting member of the library board. The council person shall serve as a liaison between the library board and the city council. The librarian shall be directly responsible to the council person.

LIBRARY BOARD

The library board shall consist of at least five members and no more than seven members appointed by the mayor and confirmed by the city council. A majority of members shall be residents of the city. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties.

TERMS OF OFFICE; VACANCIES

At their first meeting, the appointed members of the library board shall choose their term of office by lot as follows: one member shall initially hold office for one year, one for two years, one for three years, and two for four years from July 1 in the year of their appointment. Succeeding appointees shall hold office for a term of four years from July 1 in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. If a vacancy occurs, the Mayor shall appoint a new member to complete the unexpired term with the confirmation of the city council. Mayor and council in making appointments shall provide that no more than two members' terms expire in any fiscal year. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. Any board member failing to attend three consecutive board meetings without approval of the board may be removed by the city council and a new member appointed to complete the expired term.

OFFICERS

Majority members of the board shall comprise a quorum. At the first meeting of each year, the board shall elect a chairman and a vice-chairman, who shall serve for a term of one year. The librarian shall serve as secretary to the board and keep the record of its action. The board shall have authority to make and alter rules, with approval of the city council, for its government and procedure.

DUTIES AND POWERS

The duties of the library board shall include:

- (1) Keeping informed about current trends in library services and administration;
- (2) Studying library growth and needs in the city and its vicinity;
- (3) Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional and national goals pertinent to libraries;
- (4) Recommending types of library service for the city and its vicinity;
- (5) Investigating sources of funding for library service and facilities;
- (6) Recommending policies for the acceptance and use of gifts for library purposes;
- (7) Participating in the annual budgetary process of the city where the process pertains to the library;
- (8) Recommending policies and procedures conducive to efficient and effective operation of the library;
- (9) Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library services;
- (10) Encouraging widespread public support and use of the library;
- (11) Submitting an annual report to the city council and the state library; and
- (12) Performing other duties as authorized by the city council.

GIFTS AND BEQUESTS

The board may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the city, and each donation shall be administered by the city in accordance with its terms. Funds donated to the library shall be turned over to the city recorder immediately upon receipt and be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the city.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

MEETINGS

The regular meetings shall be held the second Wednesday of each month at 7:00PM at the library unless otherwise ordered by the Chairman.

The regular meeting in July shall be known as the annual meeting. Election of officers shall be held at that time.

Special meetings can be called by the Chairman, or at the request of two members of the Board.

COMMITTEES

The Chairman shall appoint all committees designated by the Board in the Standing Rules.

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the Board if they are not inconsistent with these bylaws, Oregon Revised Statutes, or City of St. Helens Ordinance No. 2627.

AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the Board by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and such amendment(s) receive the approval of the Mayor and City Council.

Approved and Adopted (8/8/01)