

## **Chapter 2.30**

### **LIBRARY BOARD**

Sections:

**2.30.010 Library board.**

**2.30.020 Terms of office.**

**2.30.030 Vacancies.**

**2.30.040 Removal/resignation.**

**2.30.050 Officers.**

**2.30.060 Meetings.**

**2.30.070 Responsibilities.**

#### **2.30.010 Library board.**

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. One of the members shall be the member of the city council designated as the council liaison to the library board by the mayor. The council member shall be an ex officio, nonvoting member of the library board who seeks counsel of and consults with the library board and may take part in their discussions. 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. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3212 § 1, 2017; Ord. 2627 § 5, 1991. Formerly 2.28.050)

#### **2.30.020 Terms of office.**

Appointments made under this chapter shall be for a term of four years from July 1st in the year of their appointment. Members appointed previously under this chapter shall continue in office until the expiration of their term of office. The terms of office of each library board member shall be for a period of four years with no more than two full-term members being replaced each year. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member with the confirmation of the city council. 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. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3212 § 2, 2017; Ord. 2627 § 6, 1991. Formerly 2.28.060)

#### **2.30.030 Vacancies.**

If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the consent of the city council. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3212 § 2, 2017; Ord. 2627 § 6, 1991. Formerly 2.28.060)

#### **2.30.040 Removal/resignation.**

A library board member may be removed from the board, for cause, following a hearing before the city council. A board member may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the board member which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, any board member failing to attend three consecutive board meetings without approval of the board shall be deemed to have resigned their position. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a member who has resigned by operation of this section from being reappointed to the board. (Ord. 3276 § 2 (Att. A), 2022)

#### **2.30.050 Officers.**

At the first meeting of each fiscal year, the board shall elect a chair and a vice-chair. The past chair, chair, and vice-chair shall serve for a term of one year. At the end of the fiscal year, the vice-chair will assume the role of chair and the chair will assume the role of past chair for the coming fiscal year. The library director shall designate a library employee to serve as secretary to the board and keep a 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. (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 7, 1991. Formerly 2.28.070)

#### **2.30.060 Meetings.**

The library board shall meet as often as deemed appropriate by the board but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the library board shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the board shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested

parties. The library board shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the members that are currently appointed to the board at the time of the meeting. Minutes of library board meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3276 § 2 (Att. A), 2022)

### **2.30.070 Responsibilities.**

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) Recommending policies for the acceptance and use of gifts for library purposes;
- (6) Participation in the annual budgetary process of the city where the process pertains to the library;
- (7) Recommending policies and procedures conducive to efficient and effective operation of the library;
- (8) Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library services;
- (9) Encouraging widespread public support and use of the library;
- (10) Submitting an annual report to the city council;
- (11) Performing other duties as authorized by the city council;
- (12) Serving on ad-hoc committees and work groups as determined necessary, including, but not limited to, a material review panel when a request has been submitted to reconsider library

materials; and

(13) Serving on an appeal panel when an excluded patron requests reinstatement of library privileges. (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 8, 1991. Formerly 2.28.080)

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The St. Helens Municipal Code is current through Ordinance 3287, passed November 2, 2022.

Disclaimer: The city recorder's office has the official version of the St. Helens Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.sthelensoregon.gov/>

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