



## **Banks Public Library Board Bylaws**

### **Name**

The name of the Library Board shall be the “Banks Library Board,” herein called the “Library Board” as established by City of Banks Ordinance No. 2010-05-01. The Board is authorized by the City of Banks Municipal Code, Chapter 32 in accordance with Oregon Revised Statutes, Chapter 357.

### **Purpose and Status of these Bylaws**

The Library Board is created and governed pursuant to the Banks Municipal Code Sections 32.01 to 32.11, which these Bylaws are intended to implement. Any conflict or contradiction between these Bylaws and the Banks Municipal Code shall be resolved in favor of the Municipal Code. These Bylaws do not have the force of law, but are intended to be advisory or guidelines for the smooth and efficient functioning of the Library Board within the confines of the Banks Municipal Code and ORS Chapter 357.

### **Purpose of the Library Board**

The Library Board may from time to time as appropriate provide advice and make recommendations to the Mayor, City Council, Library Director and City Manager on matters affecting the Banks Library, including, but not limited to the following:

- Formulation and periodic review of rules and policies for the governing - the Library
- Financial operations, including the annual budget request, and the use of library funds and donations
- Appointment of the Library Director
- Facility planning and other duties as prescribed in the ordinance and assigned or requested by the Mayor, City Council or City Manager
- The Library Board shall determine and recommend goals and objectives related to providing quality library services in accordance with the Library Bill of Rights (American Library Association) and Freedom to Read (a joint statement of the American Library Association and the American Association of Publishers), attached hereto, and all applicable federal, state and local laws.

- The Library Board shall represent diverse segments of the community regarding library matters and promote official and public understanding of the library's purposes, problems and progress, and secure the interest of the Library with local governments regarding financial structure and local planning.

### **Membership**

- The Library Board shall consist of five members, appointed by the Mayor with the consent of the City Council. In addition, the Mayor shall appoint a City Council member to serve as an ex-officio, nonvoting member of the Library Board to communicate City Council policy on matters before the Library Board and to be liaison between City Council and Library Board.
- Library Board members shall be registered library patrons. At least one member shall reside within the Banks city limits and at least one shall reside outside the city limits, but within the library's service area, defined as the Banks School District No. 13.
- Library Board terms are four years in length, beginning on July 1st. Unexpired terms created by the resignation of a member before term completion shall be filled by the Mayor with Council consent and do not constitute a full term. Members may serve a maximum of two full consecutive four-year terms in addition to any unfilled term to which they may have been appointed. Members may be appointed again after an interval of one year.
- The City Council may, after a hearing, remove a member for misconduct or nonperformance. Three consecutive unexcused absences from work sessions, regular or special meetings during the calendar year constitute non-performance. No member may be excused for more than three meetings during a calendar year. Library Board members shall not have any financial interest, either directly or indirectly, in any contract, to which the Library is a party, nor receive any salary or compensation for service. Library Board members may be reimbursed for approved expenses incurred in the performance of their duties.

### **Library Board Officers and Their Duties**

- The Library Board shall elect a Chairperson and Vice-Chairperson at each January meeting to serve for the following calendar year. The Chair is responsible to conduct meetings and coordinate activities of the Library Board with the Library Director. The Vice-Chair shall act as Chair in their absence. The Chair or Vice-Chair shall retain all rights as a member, including the rights to propose, second and vote on all motions.

- The Library Director shall serve as Secretary of the Library Board in a non-voting capacity and keep a record of its actions. The Chair may appoint a recording secretary, if necessary. The Secretary shall ensure that:
  - Meeting notices and agenda are published in a timely manner, in accordance with public meeting laws.
  - Accurate minutes of all Library Board meetings are recorded and minimally include:
    - meeting time, place and attendees
    - precise wording of motions
    - names of members making and seconding motions
    - disposition of motions
    - results of votes, including the names of members voting in favor and against a motion in the case of a split vote
    - the substance of discussions.
  - Library Board meeting minutes are distributed within a reasonable time after the meeting
  - A report of all meeting proceedings is filed with the City Recorder within 30 days of the meeting.
- Each year the Library Board shall assist the Library Director and City Manager to prepare a proposed budget for submittal to the City Budget Officer.
- The Library Board shall make an annual report on the activities of the library to the City Council by November 30<sup>th</sup> of each year, to include the annual report made to the State Library by the Library Director.

## **Meetings**

- The Library Board shall meet when necessary to discharge its duties, but not less six times each year.
- By no later than its first regular meeting in January, the Library Board shall establish regular meeting dates and place for its meetings for the calendar year.
- All Library Board meetings shall be open to the public and be conducted in a manner that conforms to public meeting law.
- Library Board members are responsible to notify the Chair or Secretary at least 24 hours in advance, if unable to attend a meeting to establish an excused absence.

- A majority of the Library Board shall constitute a quorum, which may transact any business or conduct any proceedings before it.
- The Chair may cancel Library Board meetings for good cause.

### **Board Member Duties**

- According to individual interests and capabilities, each Library Board member may be requested to assist in one or more of the following areas:
  - Library operations, such as:
    - finances
    - library promotions
    - long-range planning
    - collection development
    - volunteer recruitment
    - fund raising
    - other matters relating to the Library
  - Liaison to Banks City Council, Friends of the Banks Public Library or other community entities
  - Participation in ad hoc committees as needed
- These duties may be carried out with the assistance of volunteer committee members and the Library Director. These duties shall be reviewed by the Board on a regular basis.

### **Article VIII. Bylaw Amendments**

The Library Board may amend these bylaws, subject to applicable city and state ordinances, and approval by City Council.

#### **History**

Original	07/11/1996
Revision 1	04/22/2004
Revision 2	08/30/2007
Revision 3	02/26/2009
Revision 4	08/17/2010
Revision 5	10/11/2022