

# City of Oregon City

## Library Board

### *Description*

#### **Background**

The Library board represents the community's interest in the library and acts as an advocate for the library and its services. This requires a commitment to community.

This is a seven-member board comprised of: four residents of the City of Oregon City; two residents of the unincorporated area included in postal zip codes 97045 and 97004; one "at large" member from either of the above categories.

#### **Mission - Duties**

According to Oregon City Municipal Code 2.44.030 (D), the board shall:

1. Advise the city commission and library director on policy matters pertaining to the city library;
2. Assist in the preparation and presentation of the library's annual operating budget;
3. Assist in the development of short and long-term goals for the provision of library services to the community;
4. Represent the interests of library users of the city;
5. Foster public knowledge and support of the library's role in the community and promote the use of the library by city residents;
6. Participate in network or state activities intended for library board members that promote or advance the cause of library services;
7. Perform such other related duties as requested by the city commission.

#### **Term**

The library board meets in regular session once each month with August and December usually taken off. The meeting schedule is established by the board members in order to best accommodate everyone's needs. Board meetings last from 1-2 hours. In addition to the monthly board meetings there are occasionally other meetings such as for training sessions, annual goal setting, various committees and the City's annual budget meetings. Board members are expected to attend most of the monthly meetings scheduled.

Appointment to the Library Board will be made by the Mayor. The terms for the Library Board members will be four (4) years. Individuals may be appointed to two (2) consecutive four-year terms. After two (2) consecutive unexcused absences, the Board member will be contacted by the Chairperson to see if the member is still interested.

## **Officers – Staff**

There will be a Chairperson and a Vice-Chairperson for the Library Board. These positions will be filled by two (2) members. The Chairperson is responsible for identification of subcommittees and subsequent member selection.

The Library Director or a member of the library management team will attend every meeting for the purpose of aiding the Board through information, initiation of projects, perspective, referrals and other customary staff support services.

## **Meetings**

The monthly meeting shall ordinarily begin at 5:00 PM and last 1 to 2 hours. The Chairperson, the Library Director, or the City Commission may call special meetings. A minimum notice of forty-eight (48) hours must be provided for any special meeting. Voting will be by voice vote. There will be no voting by proxy. Formal agendas are posted approximately 7 days prior to the meeting date. After the regular agenda has been completed and until the meeting time is over, citizens may introduce additional items for discussion.

The parliamentary procedure for meetings and operations of the Board shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, "Roberts Rules of Order, Newly Revised," shall constitute the authority.

## **Contact Person**

For more information, contact the Library Director at 503-657-8269 ext. 1010.

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