



# Library Board Operating Procedures

July, 2016

The Newberg Library Board meets on the third Thursday of each month at 7:00 p.m. at the Newberg Public Library.

Agendas are posted on the library's web site [www.newberglibrary.gov](http://www.newberglibrary.gov) and members are emailed notice of their posting a week prior to the meeting. The agenda is drafted by the Library Director. Citizens wishing to be heard at a meeting should contact the Library Director by the first week of the month to be put on the agenda.

Board members who are unable to attend are asked to notify the Library Director ([leah.griffith@newbergoregon.gov](mailto:leah.griffith@newbergoregon.gov) or 503-537-1256) as soon as possible. If a board member fails to attend three consecutive board meetings or does not attend three or more meetings during a July 1st through June 30th period, the chairperson may declare the non-attending board member's position to be vacant and the library director shall notify the mayor of said vacancy

## **Board Member Responsibilities**

Our Library Board members are key advocates for the library and library services in our community. As described by the Oregon State Library, a board member "ought to possess a strong interest in both the community served by the library and in the library itself... a willingness to actively take part in the planning and policy-setting activities of the board, an awareness of the division of labor between the board and the library director... the courage to support the principles of intellectual freedom... be willing to be a "community expert," and should not expect to be a "library expert."

- . Attend monthly Library Board meetings.
- . Come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
- . Discuss openly and weigh carefully matters which may come before the Board expressing and exploring diverse viewpoints.
- . Spend time and energy receiving orientation and ongoing training to become educated regarding the library's purpose, history, problems, and needs.

- . Respect the confidential nature of library business.
- . Fulfill state and city legal requirements such as confidentiality of library records and conducting business according to statutes and ordinances.
- . Serve on Board committees and participate in ongoing board activities.
- . Utilize the city e-mail system, not personal e-mail for library board communication.

## **Board Meetings**

- . A minimum of 10 meetings should be held each year.
- . An executive session may be requested by the Chairman at any regular or special meeting of the Library Board to discuss such topics as are proper subjects for executive sessions under ORS 192.610 - 192.690. Convening in Executive Session requires a majority vote of a quorum of the Library Board in favor of a motion to do so. This motion must include specific reference to that subsection of ORS which authorizes use of an Executive Session.
- . The presence of a majority of the Newberg Library Board members (3) shall constitute a quorum for the transaction of business at any meeting of the Library Board. Official decisions of the Library Board may be made by a majority of those present and voting when a quorum (3) is present.
- . The Newberg Library Board Chairman (or Vice-Chairman in his/her absence) will conduct all meetings following generally accepted parliamentary procedure.
- . Previous Board minutes and agendas are available on the library's web site at <https://www.newbergoregon.gov/library/page/library-advisory-board-1>

## **The Library**

- . Consider yourself a trustee of the library and do your best to ensure that the library is well maintained, financially secure, growing, and always operating on the best interests of constituents.
- . Support the staff in carrying out library operations and services.
- . Determine and adopt written procedures to govern the operation and services of the library.
- . Take an active role in developing plans for the library's future, helping to set short-term and long-term goals.
- . Assist staff in setting budget priorities and communicating budget needs to the City Manager.

## **The Community**

- . Represent the library and act as an advocate for the library in the community.
- . Understand and support the basic tenets of public library service including the American Library Association's Library Bill of Rights and Freedom to Read Statement.  
<http://www.ala.org/advocacy/intfreedom/librarybill>  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- . Be knowledgeable about library services and procedures and keep abreast of national and state library standards and trends.
- . Act as liaison, understanding and interpreting the needs of the public to the library and the action of the library to the public.
- . Establish, support, and participate in a public relations program in coordination with staff efforts.
- . Respect and support the majority decisions of the Library Board.
- . The chair, or his or her designee, will act as spokesperson for the Library Board.

## **Membership**

The Library Board will consist of five members who will be appointed by the Mayor according to the provisions of Municipal Code 2.15.060. One member may reside outside the Newberg city limits but in the general Chehalem Valley area.

## **Officers**

The Newberg Library Board will elect a Chairman and Vice-Chairman from its membership at the first meeting of the fiscal year to serve in those offices for one year or until their term on the Library Board expires, whichever comes first. The Library Director or the designee of the Library Director will serve as secretary to the Library Board, and will be responsible for compliance with state laws regarding notice of meetings, for preparation of agenda and packet materials, and for keeping written minutes of all Library Board meetings.

## **General Powers**

The Library Board will be responsible for applying, administering and enforcing statutory requirements for the Newberg Public Library as generally described in Oregon Revised Statutes Chapter 357, especially 357.400 - 357.621, 357.975, and 357.990, also as described in the Newberg Municipal Code 2.15.080

## **Attachment: A Library Staff**

### **Management Team**

Leah Griffith	Library Director
Korie Buerkle	Assistant Library Director Children's Services Co-manager Circulation Services Manager
K'Lyn Hann	Senior Librarian Cataloging Services Manager IT Liasion Young Adult Services

### **Library Staff**

Mary Lynn Thomas*	Children's Services Librarian, co-manager
Rea Andrew	Dept. Support Manager (admin assistant)
Terri Stewart	Lead Circulation
Denise Reilly*	Librarian Adult Services, Outreach Services
Rosa Olivares *	Latino Services, Marketing (newsletter, posters, etc)
Cynthia Swanson*	Cataloging
Amanda Lamb*	Children's Library Assistant
Lori Biever-Lauder*	Circulation Assistant
Jean Schuchardt*	Circulation Assistant, Reference Assistant, Fiction Selector
Ruth Headley*	Circulation Assistant, Reference Assistant, Children's Assistant
Audrey Smith*	Circulation Assistant
Sue Easterly*	Circulation Assistant
Joleen Jin**	Circulation Assistant, Reference Assistant, Children's Assistant
Brenda Headley**	Shelver

\*Part time salaried (between 20 and 35 hrs per week, receive sick, vacation and holiday leave benefits)

\*\*Part time limited (10 hrs average per week, receive sick leave benefits)

## **Attachment: B City e-mail account**

The city has established e-mail accounts for all citizen committee members (Planning, Traffic Safety, Library, Budget, etc). This is a result of situations around the state and nation that have occurred where there has been e-mail communication between board members which resulted in personal computers being confiscated for evidence when a lawsuit has been filed. For your protection, the City will provide all board members with city e-mail accounts. This is how information for board meetings and any other library board business will be distributed.

You can access your account at <https://mail.newbergoregon.gov>

Email address [first.last@newbergoregon.gov](mailto:first.last@newbergoregon.gov) User name: lastf (last name, first initial)

*It is not case sensitive*

At your first login, you will need to reset your password. The first login requires what we affectionately call the "Newberg Scramble" I'll share that verbally at a meeting or you can call me at 503-550-4200 any time, day or evening and I'll share. We can also set this up after our meeting at the library. Your password needs to be 8+ character, one uppercase, a number and a symbol. Your password will expire annually.

## **Attachment: C**

### **Newberg Municipal Code**

#### Chapter 2.15

#### DEPARTMENTS, BOARDS AND COMMISSIONS

### **2.15.060 Library advisory board.**

There shall be appointed by the mayor of the city, subject to the confirmation by the city council of said city, a public library board to be known as the Newberg public library advisory board. Candidates for the library advisory board will be interviewed by the current board. The board shall then provide a recommendation to the mayor for the appointment. The board shall consist of five members. All appointments shall be made for terms of four years, commencing from July 1st in the year of the appointment. The mayor may make appointments, subject to confirmation as aforesaid, to fill the unexpired term of a member of the board whose office shall become vacant by resignation, death, or relocation from the city or any other provision. No person shall hold appointment as a member of the board for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. One member of the library advisory board may reside outside the city limits. When a board member has failed to attend three consecutive board meetings or has failed to attend three or more meetings during a July 1st through June 30th period, the chairperson may declare the nonattending board member's position to be vacant and shall notify the mayor of said vacancy. [Ord. [2481](#), 7-7-97. Code 2001 § 32.01.]

### **2.15.070 Board organization.**

- A. The library advisory board shall elect a chairperson and vice chairperson from its members each year following the appointment of new members.
- B. The library director shall serve as secretary to the board and keep the record of its actions.
- C. The board may establish and amend rules and regulations for its government and procedure consistent with the laws of the State of Oregon and with the Charter, ordinances, resolutions and regulations of the city.
- D. The board shall meet at least 10 times each year and at such other times as it may provide by its rules. [Ord. [2481](#), 7-7-97. Code 2001 § 32.02.]

Cross-reference: See ORS [357.410](#).

### **2.15.080 Powers and duties.**

- A. The library advisory board shall be an advisory board and shall have no executive or administrative powers or authority and this article shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state or the Charter of the city.

B. The board shall have powers and duties as follows:

1. The library advisory board participation in the selection of the library director is important. The selection process for library director shall include participation and recommendations from representatives of the board. The library director shall be hired by the city manager.
2. The library advisory board shall make recommendations to the city council about rules and policies for the efficient and effective operation of the library, its services and programs.
3. The library advisory board shall review the annual budget as prepared by the library director and as submitted by the city manager-budget officer. Should budget changes become necessary, the board may participate in the budget committee deliberations by representing the views of the library and the board. Recommendations may be made by the board to the budget committee and city council regarding the library budget.
4. The library director shall be responsible for all expenditures within the operating budget in conformance with city administrative procedures and Oregon local budget laws.
5. The library advisory board shall make recommendations for the acceptance, use, or expenditure of any real or personal property or funds donated to the library under NMC [2.15.100](#), or make recommendations for the purchase, control or disposal of real and personal property necessary for the purposes of the library.
6. The library advisory board shall develop and recommend to the city council long-range plans for library service and facilities consistent with city priorities and with state, regional and national goals pertinent to libraries. Further, the board shall recommend to the city council sites for library facilities and shall participate in the planning for library facilities.
7. The library advisory board may recommend to the city council terms for contracts and working relationships regarding library service and facilities.
8. The library advisory board will be responsible for such other library activities as the city council may assign. [Ord. [2481](#), 7-7-97. Code 2001 § 32.03.]

Cross-reference: See ORS [294.505](#) – [294.565](#).

### **2.15.090 Library established.**

There is established in the City of Newberg a public library under the provisions of the laws of the State of Oregon relating to public libraries, to be known as the Newberg Public Library, and to have its principal location and building on Hancock and Howard Streets in said City of Newberg, Oregon, or at such place or places as may be hereafter provided. [Ord. [2481](#), 7-7-97. Code 2001 § 32.04.]

### **2.15.100 Acceptance of gifts.**

A. Gifts of any real or personal property or funds donated to the library and accepted by the city council shall be administered in accordance with each gift's terms, and all property or funds shall be held in the name of the city.

B. Donations in the form of money shall be deposited in an account which is established as a separate account of the city to be known as the Newberg public library gift and memorial fund. [Ord. [2481](#), 7-7-97. Code 2001 § 32.05.]

### **2.15.110 Prohibited actions.**

It shall be unlawful for any person to willfully or maliciously detain any library materials belonging to the Newberg Public Library for 30 days after notice in writing from the library director that the library material is past due. The notice shall bear upon its face a copy of ORS [357.975](#) and [357.990](#). [Ord. [2481](#), 7-7-97. Code 2001 § 32.06.]

Penalty: See NMC [2.15.900](#).

### **Attachment: D**

List of library board members (separate document)

### **Attachment: E**

Library Strategic Plan (separate document)