



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,

Coos Bay, OR 97420

(541) 269-1101 | coosbaylibrary.org

COOS BAY PUBLIC LIBRARY BYLAWS OF THE BOARD OF TRUSTEES

ARTICLE I

Name of the Library

The name of the Library shall be the Coos Bay Public Library.

ARTICLE II

Name of the Board

The name of the Board shall be the Board of Trustees of the Coos Bay Public Library.

ARTICLE III

Members

Section 1. The library board shall have six members, plus a member of the city council, recommended by the mayor, with the approval of the Coos Bay city council. Appointments to begin on July 1 in the year of their appointment and expire on June 30.

Section 2. Term of office shall be for four years.

Section 3. Unexpired terms shall be filled by the appointing body.

Section 4. Not more than one elective officer of the county or any city shall serve at one time as a member of the Board.

Section 5. No member of the Board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall receive a salary or any payment for material or for services rendered by the Board, provided that Board members shall be entitled to reimbursement for travel and other necessary expenses.

Section 6. No person shall hold appointment as a member of the Board for more than two full consecutive terms. Any person may be appointed again to the Board after an interval of one year.

Section 7. Regular attendance at Board meetings, special Board or committee



meetings, or occasional meetings of the City Council or budget committee pertaining to library issues is important. Failure of a Board member to attend three Board meetings within a fiscal year will be grounds for a request from the Board for resignation and/or for dismissal by the appointing body.

ARTICLE IV

Officers

Section 1. The officers of the Board shall be Chair, Vice-Chair, Recording Secretary and Treasurer.

Section 2. The officers shall be elected at the July meeting of the board and shall take office immediately.

Section 3. The Chair shall preside at all meetings and shall perform those functions usually associated with the office and shall be able to make, second, and vote on all motions.

Section 4. The Vice-Chair shall preside in the absence of the chair. In the event of a vacancy in the office of Chair, the Vice-Chair automatically becomes Chair. An election may be held for the office of Vice-Chair.

Section 5. The Treasurer shall act as custodian of any special funds which are to be in separate library accounts and shall periodically review the library accounts.

ARTICLE V

Meetings

Section 1. The Board shall meet monthly, unless otherwise ordered by the Chair.

Section 2. Special meetings of the board may be called by the Chair at any time, provided that reasonable notice be given to members.

Section 3. A quorum for the transaction of business shall consist of four members of the Board.

Section 4. The Library Director shall act as recording secretary and shall be responsible for the recording of the minutes of each meeting, which shall be the only official record, distributing copies of the minutes to members of the Board and to the office of the City Manager for inclusion in the city Record, and performing such other duties as directed by the Board.



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ARTICLE VI

Committees

Section 1. Special committees may be appointed by the Chair from time to time to study special issues. Such committees shall serve until completion of the work for which they were appointed. The Library Director shall be an ex-officio member of each committee.

ARTICLE VII

Duties of the Trustees

The Board shall have such powers and duties which are assigned or delegated to it by the Charter, Ordinances or Resolutions of the City of Coos Bay. The Library Board shall:

Section 1. Advise the City Manager regarding the selection of the Library Director and the prescription of duties of the Library Director.

Section 2. Formulate bylaws, rules and policies for the governance of the Library.

Section 3. Prepare and submit an annual budget request.

Section 4. Approve all expenditures from the Library Fund.

Section 5. Advise the City Council regarding the selection of sites and locations for library buildings or other library facilities.

Section 6. Subject to the Rules of the Local Contract Review Board, authorize the Library Director to enter into contracts for library purposes.

Section 7. Perform such other activities as are necessary for maintenance of the Library.

Section 8. The Library Board of Trustees shall have the following powers and duties regarding donations of property to the Library:

- a) The Library Board may accept donations of real or personal property, may use any real or personal property offered to the Library, and may expend any funds donated to the Library for library purposes.
- b) Any donation to the Library shall be administered according to the terms of the donation, but shall be held in the name of the City of Coos Bay.
- c) The Library Board may use funds donated to the Library for the purchase or control of personal property necessary for library purposes.
- d) The Library Board may dispose of any item of personal property donated to the Library with a market value less than \$2,000.00. Any item of personal property donated to the Library with a market value greater than \$2,000.00 may be disposed of by the Library Board upon approval by the City Council.
- e) The Library Board may request to have real property donated to the Library declared surplus property as provided by Chapter 3.45 of City of Coos Bay Municipal Code; upon declaration that such real property is surplus property, the



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property may be disposed of, and the proceeds disbursed to the library.

ARTICLE VIII

Duties of the Library Director

Section 1. The Library Director shall be responsible for the administration of the Library under the general policies approved by the Board of Trustees, shall be directly responsible to the Board and, through the Board, to the community, where not in conflict with the City Charter. The Board delegates the following duties and responsibilities to the Library Director:

Section 2. Shall attend all meetings of the Board except when matters affecting the Library Director personally are discussed, and shall have the right to speak on all subjects under discussion, but shall not have the right to vote.

Section 3. Shall report on the condition and progress of the Library.

Section 4. Shall prepare and execute plans for the extension of library services in the area served, upon approval of the Board.

Section 5. Shall prepare the annual budget for presentation to the Board.

Section 6. Shall select and order all books and library materials.

Section 7. Shall be responsible for the selection and direction of staff, assignment of duties and similar matters of administration.

Section 8. Shall maintain an active community public relations program.

Section 9. Shall cooperate actively with educational organizations in the community and state.

Section 10. May attend and participate in professional library meetings and professional development opportunities.

ARTICLE IX

Order of Business

1. Call to order and roll call
2. Approval of minutes and reports
3. Treasurer's report and approval of bills



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4. Library Director's report
5. General communications
6. Old business
7. New business
8. Announcements
9. Adjournment

Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board of Trustees by the vote of five members of the Board present.

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