

Siuslaw Public Library District Board of Directors Member Job Description

General Description

This is a volunteer position. The 5-person Library Board is the governing body for the Library district and as such sets policy, approves the annual budget, and selects and supervises the library director.

Abilities, Skills, and Knowledge

A strong interest in the communities served by the library district and in the mission of the library. This involves a willingness to be a "community expert," but does not require one to be a "library expert."

A willingness to take an active part in Board planning and policy-setting activities.

An awareness of the division of labor between the Board and the library director.

Adequate time to attend a monthly Board meetings as well as special planning and/or budget sessions. Board members should also allow sufficient time to prepare for these meetings by reading printed Board material prepared in advance by the library staff (e.g., minutes of meetings, departmental reports, etc.). All meetings of the Board of Directors are governed by Oregon's "Open Meetings Law" and public records law.

The courage to support the principles of intellectual freedom.

A willingness to attend annual training sessions.

Ability to abide by the "Duties and Responsibilities of the Siuslaw Public Library District Board Policy".

Qualifications

Library Board members must be qualified electors who reside within the library district's boundaries.

Do you have additional questions about the Siuslaw Public Library District Board of Directors? Contact Library Director Meg Spencer at (541)997-3132 x215 or email meg@siuslawlibrary.org.

Duties and Responsibilities of the Siuslaw Public Library District Board

Meeting the Needs of the Siuslaw Public Library District

It is the policy of the Siuslaw Public Library District Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

Formulation and Interpretation of District Policy

Board members alone have the right and responsibility to participate in board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.

Management and Communication between Board and Staff

The primary responsibility of the Board is to make policy level decisions for the District. Management of the daily operations and staff is the responsibility of the Library Director. Unless otherwise authorized by a quorum of the Board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Communications relative to District business should be directed to the Board President or Library Director.

Board Meeting Conduct

The president shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside. Board members shall be respectful of one another and follow the direction of the President. Board members should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the board. Meetings of the Siuslaw Public Library District's Board of Directors are convened with the sole purpose of conducting the District's business. If Board members would like to add items to a meeting agenda, they will contact the President of the Board ten days prior to the meeting or add the item during the addition/deletion portion of the meeting agenda.

Board Members Authorized By Official Board Action Only

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual board member may speak for or on behalf of the Board or District, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the District.

Ethical Standards

Board members act as representatives of the citizens of the District. Therefore, board members shall adhere to the highest ethical standards in the conduct of district business. As public officials board members are required to comply with Oregon ethics laws. Each board member will be provided with a copy of the Oregon Government Ethics Commissions Guide for Public Officials.

Board Member Education

In order to effectively carry out their duties, board members must be adequately informed. Members are required to attend an initial training, such as the Special District Association of Oregon's new board member training, and complete a minimum of 3 hours of annual training thereafter. Board members are additionally encouraged to attend such conferences and other training programs as the board may authorize.

Discipline

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- A motion that the member must apologize;
- A motion that the member must leave for the remainder of the meeting;
- A motion to censure the member; or
- A motion to suspend a member's rights for a designated period of time.

Governance Responsibilities

Communications

The Board will work with the Library Director to formulate lines of communication between board members and staff as well as:

- 1.0) Set the tone/attitude for the District.
- 1.1) Encourage participation of staff members on appropriate committees.
- 1.2) Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
- 1.3) Recognize that certain information obtained during executive session may be non-public and confidential, making disclosure a breach of trust.
- 1.4) Respect the opinion of other members and accept the principle of majority rule in board decisions.
- 1.5) Be familiar with the Oregon Public Meetings Law.

Financial

- 2.0) Review and approve the annual budget.
- 2.1) Monitor District finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

Policies, Objectives, and Plans

The Board will become familiar with and abide by all laws and policies governing the operation of the District and:

- 3.0) Participate in the creation of the District's strategic plan.
- 3.1) Approve the District's strategic plan.
- 3.2) Suggest and approve policies for the District.
- 3.3) Recognize that the Library Director should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established Board Policy. The Board's basic function is policy making, not administration.
- 3.4) Be aware of the changing needs of the District and propose new directions/ goals for the District as appropriate.
- 3.5) Review any significant departure from established plans or policy.
- 3.6) Receive and act on committee or other planning body recommendations.
- 3.7) Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- 3.8) Where applicable, bring other local governments or community groups into the planning and decision-making process; actively seek collaboration within the community.
- 3.9) Annually review contract with auditor. Approve new contract with auditor as needed.

- 3.10) Annually review job description for and contract with Library Director. Approve job description for and contract with Library Director as needed.
- 3.11) Approve major changes in the district's organization or structure.
- 3.12) Create and approve board plans of action.
- 3.13) Pass district resolutions, or adopt ordinances.

Management

The Board will select the District President and other officers and:

- 4.0) Hire the Library Director.
- 4.1) Define the duties and responsibilities for the President, Library Director, officers, and major committee chairpersons.
- 4.2) Select legal counsel and consultants for the Board.
- 4.3) Authorize officers or board agents by resolution to enter into contracts or to sign other written instruments and to take financial actions.
- 4.4) Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel, and so on.
- 4.5) Evaluate the performance of the Library Director annually.
- 4.6) Approve the form and amount of reimbursement for board members.
- 4.7) Approve programs for management development.
- 4.8) Provide advice and consultation to management on matters within the purview of the Board's responsibilities.

Employee Relations

- 5.0) Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.
- 5.1) Do not allow personnel problems, other than problems with the Library Director, to be brought into board consideration unless the problem rises to the level of legal action.

Control

The Board will identify types of information needed by the Board to analyze effectively the District's directions and achievement and:

- 6.0) Create a process for collecting and analyzing information.
- 6.1) Realize that the citizens within the boundaries of the district are the true "owners" of the District.
- 6.2) Annually review and assess the District's performance against objectives, resources, plans, policies, and services rendered.

- 6.3) Identify obstacles, sense changing needs, and propose new directions or goals for the District.
- 6.4) Ensure that the District is in compliance with all federal, state, and local laws.

Board of Directors

The Board will motivate its members to accept positions of leadership and responsibility and:

- 7.1) Appoint, change, or abolish committees of the Board.
- 7.2) Define powers and responsibilities of committees of the Board.
- 7.3) Not make commitments on any matter that should come before the Board as a whole.
- 7.4) Recognize that an individual board member has no legal status to act for the entire Board.
- 7.5) Realize that if a quorum of the Board meets to make a decision or to deliberate on a District matter, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Law.
- 7.6) Support actions as approved by the Board, regardless of individual opinions; avoid public 'minority opinion' discussions.
- 7.7) Be on time, be prepared and be informed about the issues on the agenda.
- 7.8) Be aware that discussions on matters of overall policy outside of regular board meetings can violate the Oregon Public Meetings Law.

Public Accountability

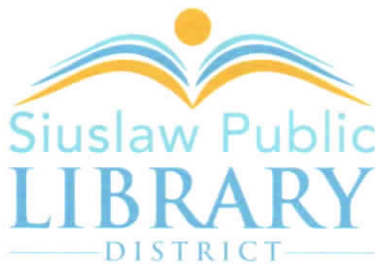
The Board will be transparent; keep the public informed on all district matters (except those matters subject to Executive Sessions) and:

- 8.0) Make library decisions in light of the purpose of the Siuslaw Public Library District as established by residents and governed by Oregon and federal law and as reflected in the District's mission and by-laws.
- 8.1) Review and discuss accurate information when forming policy or making plans and include input received from the public and actively solicited from a cross-section of District residents by the Board.
- 8.2) Spend the District's money with prudence and trust.
- 8.3) Place the needs of the public above the ambitions of the Board or the District.

Approved by the Siuslaw Public Library District Board: October 15, 2014

Revised by the Siuslaw Public Library District Board: July 18, 2018

Revised by the Siuslaw Public Library District Board: August 16, 2023



BYLAWS OF THE SIUSLAW PUBLIC LIBRARY DISTRICT

Article I—Name and Purpose

A. Function

Pursuant to an election held in Western Lane County on the 16th day of June, 1984, the voters authorized the creation of the Library District to serve portions of Western Lane County. This organization shall be called the Siuslaw Public Library District (“District”). It shall assume and perform functions as provided in Chapters 357 and 198 of the Oregon Revised Statutes (ORS) and all other relevant state statutes that relate to Library Districts. Its main purpose shall be to provide library services to those citizens situated within the boundaries of the district in Western Lane County.

Article II—Board of Directors

A. Number

The business and the property of the District shall be managed and controlled by a Board of Directors (“Board”) of five (5) members. The Board shall have the power and authority to make rules not inconsistent with the laws of the state of Oregon and Bylaws of the District, for the guidance of officers and the Library Director, for the transactions of the District’s business, and generally to exercise all powers necessary for the transaction of the District’s business.

B. Election

The Board members shall be elected by a vote of the people as provided in the District Formation Order and the Oregon Revised Statutes, Chapter 198 and 255. The terms of office of such members shall begin on July 1 following the election, and they are to serve for a two (2) year unexpired term or a four (4) year term.

C. Vacancies

Whenever any vacancy shall occur in the Board by death, resignation, disqualification, or from any other cause, the vacancy shall be filled as provided in ORS 198.320. The Board members so appointed to fill the vacancy shall hold office for the unexpired term of the member whom he/she succeeds. Should any Board member cease to be a resident of the Library District, that member shall give notice to the Board and the vacancy shall be filled as provided in ORS 198.320

Article III—Officers

A. Number

The officers of this District shall consist of a President, Vice-President, and Secretary.

B. Appointment

The President and Vice-President shall be elected at the annual meeting in July, and shall serve a term of one (1) year. The Secretary shall be the Library Director.

C. Removal

Other than an elected Board member, any officer or agent of the District may be removed by a majority vote of the Board when, in its judgment, the best interests of the District would be served thereby.

D. Duties

1. The President presides at all Board meetings, establishes all committees, and, subject to the control of the Board, in general, performs all duties associated with that office.
2. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
3. In the absence of the President and the Vice-President from a Board meeting, the members shall select a temporary president for the meeting.
4. The Secretary to the Board shall be the Library Director who shall be responsible for keeping a true and accurate account of all Board meetings, shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board, and shall generally perform such duties associated with that position.

Article IV—Financial Matters

A. Contracts

The Board may authorize any officer or agent of the district to enter into contracts, or execute and deliver instruments in the name of, or on behalf of the District and such authority may be general or confined to specific instances.

B. Loans

No loans shall be contracted on behalf of the District, and no evidence of indebtedness shall be issued in its name unless authorized by a written Board resolution.

C. Checks

All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by two officers of the District as authorized by District resolution.

D. Deposits

All funds of the District not otherwise employed shall be deposited to the credit of the District in a banking institution selected by the Board.

E. Property

Real property or personal property tendered to the District as gifts or contributions, improvements thereon, real property or personal property acquired by the District, and improvements thereon, shall not be sold, conveyed, or transferred in any manner, shape, or form without a resolution in writing being adopted by the Board, and being approved by a majority vote of the Board.

Article V—Meetings

A. Regular Meetings

The regular meeting of the Siuslaw Library District shall be held each month. The date, hour, and location shall be set by the Board at its annual meeting or as needed.

B. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown below as far as circumstances permit. Proceedings of all meetings shall be governed by Democratic Rules of Order as needed. Business at meetings of the Board shall be transacted in such order as the Board from time to time may determine by resolution. At all meetings of the Board, the President, or in his/her absence, the Vice President shall preside.

1. Call to Order
2. Roll Call
3. Citizen's comments on agenda items
4. Additions and deletions to the agenda
5. Approval of Minutes
6. President's Report
7. Financial Report
8. Library Director's Report
9. Committee Reports
11. Communications
12. New Business
13. Unfinished Business
14. Board Member reports
15. Non-agenda citizen's comments
16. Adjournment

C. Citizen's Comments

The Board shall restrict citizen's comments as it deems appropriate. In general, citizen's comments shall be limited to five (5) minutes per person per subject, with a cumulative maximum of 30 minutes.

D. Annual Meetings

The annual meetings, which shall be for the purpose of the election of officers, shall be held in conjunction with the regular July meeting.

E. Special Meetings

Special meetings may be called by the President, or Secretary of the Board, or at the request of two (2) members, provided that notice be given to all members and the public at least twenty-four (24) hours in advance of the special meeting. The attendance of any member at any such special meeting, or his/her written consent to the holding thereof executed previous to or at the beginning of the meeting, shall be deemed a waiver of this notice.

F. Quorum

A majority of the members of the Board shall constitute a quorum necessary for the transaction of any and all business of the District. In the event there shall be in attendance at any meeting of the Board a lesser number than a quorum, that number may adjourn the meeting to another day, at which time of adjournment the members present shall give each other member at least one day's notice.

Participation in Board meetings by electronic means shall be allowed and persons attending in this manner shall be counted as fulfilling quorum requirements.

Board action requires three affirmative votes for approval, even if less than five Board members are present.

Article VI—Committees

A. Appointment

The President shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

B. Reports

All committees shall make a progress report at each Board meeting.

C. Advisory Capacity

No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII—Library Director and Staff

A. Appointment

The Library Director shall be appointed by the Board, which shall consider professional and administrative qualification during the selection process.

B. Duties

The Library Director shall be the executive and administrative officer of the Library and shall serve as Secretary to the Board. The Library Director shall carry out policies adopted by the Board, shall be responsible for employment and direction of staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, for the selection of Library materials, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Library Board meetings and shall present a Library Director's Report at each regular meeting.

Article VIII—Amendment of Bylaws

A. Procedure

The Bylaws may be amended, modified, or repealed and new Bylaws may be adopted by a three-fifths majority vote of the Board of Directors, but only when all Directors are present.

Dated this 15th day of May, 1988, amended October 17, 2007, amended December 8, 2016, and amended February 15, 2017.



Susy Lacer
President, Siuslaw Public Library District



Megan E. Spencer
Director, Siuslaw Public Library District