

City of Beaverton

BEAVERTON CITY LIBRARY BOARD

MISSION STATEMENT, SUPPORTING GOALS, AND BY-LAWS

MISSION STATEMENT

The mission of the Beaverton City Library Board is to promote the development of library service in Beaverton and, in accordance with the Powers and Duties of the Board as specified in the Beaverton Code, Section 2.03.196, to consult with the City Librarian on matters pertaining to the City Library and to make recommendations to the Mayor and the Council regarding matters pertaining to the City Library.

SUPPORTING GOALS

1. The Board will periodically review library policies (confidentiality of records, meeting room use, materials selection, exhibits and displays, cooperation with other libraries, etc.).
2. The Board will review the library budget annually, become familiar with the city budget process, and participate in the annual budget review in accordance with Budget Committee and City Council policies and procedures.
3. The Board will promote facilities and services for the library that meet state and national standards for space, collections, and library related services and that also meet the reading and information needs of the public.
4. The Board will be involved with long-range planning for the library.

BY-LAWS

Article I. NAME AND PURPOSE

This organization shall be called “The Beaverton City Library Board” and shall assume and perform the functions delegated to it in the Beaverton Code, Chapter 2, and in the Board’s Mission Statement and its Supporting Goals.

Article II. MEMBERSHIP

- Section 1. The Board shall consist of seven members who are not City Council members, officers, or employees of the City and who shall be appointed by the Mayor and confirmed by the City Council.

Article II. MEMBERSHIP (continued)

- Section 2. Appointments shall be for a term of three years or until successors are appointed. Terms of office shall commence on the first day of the calendar year. Any vacancy shall be filled for the remainder of the unexpired term.
- Section 3. A member may be removed by the Mayor with the approval of the City Council for misconduct, nonperformance, or other cause. Unexcused absences from three consecutive meetings, including regular and special work sessions or unexcused absences for more than 50% of such meetings held during the calendar year shall constitute nonperformance. An excused absence may be obtained by contacting the Chair or City Librarian prior to any scheduled meeting.

Article III. OFFICERS

- Section 1. The officers shall be a Chair and a Vice-Chair to be elected at the first meeting of the calendar year. The term of office shall be one year. No office can be held longer than two years. Partial terms of office shall be considered one full year.
- Section 2. If the offices of Chair or Vice-Chair become vacant, the Board shall elect a successor from its membership who shall serve the unexpired term of the predecessor.
- Section 3. The Vice-Chair shall preside in the Chair's absence and a Vice-Chair pro-tem appointed in such a case or in the absence of the Vice-Chair.
- Section 4. A tie vote causes the motion to fail. Voting in absentia or by proxy is not permitted.

Article IV. MEETINGS

- Section 1. The regular meetings of the Board shall be held once a month according to a schedule adopted by the Board at the first meeting of the calendar year. A decision to change the date or cancel a scheduled monthly meeting may be made at a prior monthly meeting. Other meetings may be called by the Chair or by a majority of the Board members.
- Section 2. The Board shall adopt and periodically review and amend rules of procedure. The rules shall govern the conduct of business and participation of Board members in matters coming before the Board. In the absence of a rule governing a particular issue, Robert's Rules of Order shall be followed by the Board.
- Section 3. An agenda shall be prepared by the Chair in consultation with the City Librarian and distributed to Board members before scheduled meetings.

Article IV. MEETINGS (continued)

Section 4. A quorum for the transaction of business shall consist of four members of the Board present. No action shall be taken in the absence of a quorum except to adjourn the meeting or set a time for a future meeting. Members abstaining from voting on a particular issue shall be counted for purpose of a quorum.

Article V. ANNUAL PRESENTATION

An annual presentation shall be made to the City Council. The annual presentation shall consist of library related items the Board considers pertinent.

Article VI. COMMITTEES

Committees may be appointed by the Chair consisting of one or more Board members as needed. Such appointments shall be made with the concurrence of a majority of the Board.

Article VII. CITY LIBRARIAN

The City Librarian serves as an ex-officio, non-voting member of the Board and reports to the Board at each of its regular meetings. The Librarian shall bring information to the Board and respond to requests for information from the Board. The Board shall work with the Librarian who is the liaison with other city department heads and with the library staff.

Article VIII. EX-OFFICIO MEMBER

In addition to the City Librarian, as cited in Article VII, the liaison to the Board from the City Council shall serve as an ex-officio, non-voting member of the Board and report to the Board on a regular basis.

Article IX. AMENDMENTS

There shall be at least one month between original statement and final approval of an amendment to the by-laws. An amendment must be approved by a majority of the Board and by the City Council. Notwithstanding this provision, any rule of procedure not required by law may be suspended temporarily at any meeting by majority vote of those members present and voting.

Adopted by the Library Board for the City of Beaverton, Oregon, with a quorum in attendance at its regular meeting of April 11, 2007 and signed by the Chair this eleventh day of April, 2007 _____.

Adopted by the Council this 5th day of May 2007.

ATTEST: Sue Nelson
Recorder

APPROVED: Rob Drake
Mayor