

BYLAWS OF THE MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD

ARTICLE I NAME AND PURPOSE

This organization shall be called the “Mt. Angel Public Library Advisory Board” and shall assume and perform the functions delegated to it in Mt. Angel Municipal Code 31.20-24, Ordinance Nos. 269 and 734; 1993 Code, §1-2.1; and Amending Ordinance Nos. 582 and 442.

The Mt. Angel Public Library Advisory Board members advocate for library support, promote library services and programs, serve as liaison and representative from the community on library matters, and support the library’s vision and values, such as intellectual freedom, promotion of life-long learning and the right to access content. The Advisory Board of the Mt. Angel Public Library exists to advise, recommend, and advocate for the library to the policy-making governing body, the City Council of the City of Mt. Angel. The Advisory Board supports the Library Director in preparation of annual budget requests and provides guidance to the City Council (through the Library Director and City Manager) on the acceptance, use or expenditure of any real or personal property donated to the library. The Board promotes the work of the library and provides support and input to the Library Director, as well as leadership to the community regarding library services and resources.

ARTICLE II MEMBERSHIP

Section 1. The Board shall consist of five members appointed for four year terms by the mayor of the city of Mt. Angel and confirmed by the City Council. Each appointed board member may serve no longer than two consecutive terms (8 years). A past member may be appointed again by the mayor after a one year absence from the board.

Section 2. Any appointed board member can be removed from office as stated in Section 4 of Ordinance 582.

Section 3. In the event of any vacancy by death or resignation of any member, the Mayor shall fill the vacancy by appointment for the unexpired term. Any member of the Library Advisory Board shall serve at the will of the City Council, and any member may be removed by a majority vote for removal by the City Council.

ARTICLE III OFFICERS

Section 1. The officer of the Mt. Angel Public Library Advisory Board shall be a Chairperson.

- Section 2. The Library Advisory Board shall elect a Chairperson from among its members at the final meeting of the fiscal year.
- Section 3. The Chairperson shall serve a term of one year commencing with the meeting following election and ending after the meeting at which a successor is elected.
- Section 4. The Chairperson shall preside at all Board meetings, appoint all committees and generally perform all duties associated with that office.
- Section 5. In the absence of the Chairperson from a Board meeting, the members shall select a temporary Chairperson for that meeting.
- Section 6. The Secretary to the Board shall be the Library Director who shall keep a fine and accurate account of all Board meeting, 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 MEETINGS

- Section 1. The regular meetings of the Mt. Angel Public Library Advisory Board shall be held a minimum of four times each year. The date, hour and location of the meetings shall be set by the Board at its fall meeting.
- Section 2. The order of business for the regular meetings shall include, but not be limited to, the following items which shall be covered in sequence shown as far as circumstances will permit.
- a. Call To Order
 - b. Approval of Minutes
 - c. Library Director's Report
 - d. Committee Reports
 - e. Old Business
 - f. New Business
 - g. Public Presentations
 - h. Adjournment
- Section 3. Special meetings may be called by the Chairperson or Secretary to the Board or at the request of two members, provided that notice is given to all members and the public at least 24 hours in advance of the special meeting.

Section 4. A quorum is required for meeting and for library decision making. A quorum shall consist of three members of the Board, excluding the secretary.

Section 5. Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

ARTICLE V COMMITTEES

Section 1. The Chairperson 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 a final report is made to the Board.

Section 2. All committees shall make a progress report at each Board meeting.

Section 3. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI DUTIES

The duties of the Library Advisory Board shall be as follows:

- A. To formulate rules and policies for the governance of the library;
- B. To prepare and submit an annual budget request;
- C. To approve, or delegate to the Librarian the responsibility for approving all expenditures from the Library Fund;
- D. To accept, use or expend any real or personal property or funds donated to the library, or purchase, control, or dispose of real and personal property as necessary for the purposes of the library; except that each donation shall be administered in accordance with its terms, and all property or funds shall be held in the name of the city;
- E. To select sites for public library buildings or for the location of library facilities; and
- F. To carry on other activities as the Council may assign.

ARTICLE VII AMENDMENTS

The bylaws may be amended at any meeting of the Board with a quorum present by unanimous vote of the members present, provided the amendment was stated in the call for the meeting.