

RESOLUTION NO. 2683

Introduced by All Commissioners

A RESOLUTION ADOPTING WARRENTON COMMUNITY  
LIBRARY BOARD BYLAWS

WHEREAS, the City of Warrenton Community Library was established in 1993 by Ordinance No. 921-A; and

WHEREAS, Ordinance No. 1275 amends Ordinance No. 921-A and repeals Ordinance No. 942-A, to update the Warrenton Municipal Code and separate the bylaws from the code; and

WHEREAS, at their last board meeting, the Warrenton Community Library Board adopted new bylaws; and

WHEREAS, the City of Warrenton desires to adopt the Warrenton Community Library Board bylaws in a standalone resolution to allow a cleaner process for any future changes;

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the Warrenton Community Library Board Bylaws, as outlined in Attachment A.



Section 2: This resolution will take effect September 13, 2024, the effective date of Ordinance No. 1275.

Adopted by the City Commission of the City of Warrenton this 23<sup>rd</sup> day of July 2024.

ATTEST

  
Dawne Shaw, CMC, City Recorder

APPROVED

  
Henry A. Balensifer III, Mayor *Protem*  


# Warrenton Community Library

## Advisory Board

### BY-LAWS

#### I. CREATION

The Warrenton Community Library Advisory Board was established by City of Warrenton Ordinance 921-A and revised by Ordinance 942-a to advise City of Warrenton Commission and Library Director on policy matters pertaining to the Warrenton Community Library.

#### II. NAME

The title of this organization is the Warrenton Community Library Advisory Board (hereinafter referred to as the Library Board).

#### III. PURPOSE

The following lists the objectives and responsibilities relative to the purpose of the Library Board:

- a. Maintains active communication with the Library Director
- b. Advise the Library Director and make recommendations to the City Commission on policy matters pertaining to the Warrenton Community Library.
- c. Assists the City Manager in the interview process for selection of a new Library Director.
- d. Make recommendations for the selection of sites for public library buildings or for the location of library facilities.
- e. Receive a copy of the State Library of Oregon Annual Statistical Report.
- f. Assist staff with developing and recommending to the City Commission strategic planning for future library services, consistent with City priorities and with State, regional and national goals for libraries.

#### IV. ORGANIZATION

- a. The Library Board consists of seven (7) members. Terms of officers shall be one (1) year, and terms of Library Board members is four (4) years. No person shall hold appointment for more than two full consecutive terms, but any person may be appointed again to the Library Board after an interval of one (1) year.
- b. Library Board officers include CHAIR, VICE-CHAIR, and SECRETARY, where the Secretary position is filled by the Library Director, but duties may be

delegated out at by the Library Director (ORS 357.470). Officer positions are for a one-year term. The Library Board will select members for the Officer roles with a nomination, and a voice vote process. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. Officer elections shall be held at the fourth-quarter meeting to take effect at the beginning of the next calendar year.

- c. The Chair shall preside over Library Board meetings and is responsible for seeing that Library Board vacancies are filled and overseeing the business of the Library Board.
- d. The Library Director, or designee, shall attend Library Board meetings. Their purpose is to aid the Library Board through information, initiation of projects, perspective, and other customary staff support services. The Library Board's role is also to advise the Director on matters of policy or other requests put forward for advice by the Library Director.
- e. The Library Board encourages citizen participation and will, on occasion, request specific or general citizen/expert input.
- f. The Library Board Chair, with the approval of the Library Board, shall establish all standing or special committees. Committee objectives and/or purposes shall be expressly stated.
  - i. Committee membership may consist of Library Board members, library staff, library users, and/or the general public depending on the nature and purpose of the committee.
  - ii. For committees consisting entirely of Library Board members, the Chair shall make committee appointments.
  - iii. For committees which include library staff, library users, or the general public, the Library Board Chair shall designate at least one Library Board member to act as a liaison to the committee. Recruitment and appointment of remaining committee members shall be delegated to the Library Director or the Director's staff designee, with the advice of the appointed liaison.
  - iv. Liaisons shall periodically report to the Library Board on the committee's activities. Committees shall deliver a formal report to the Library Board on their activities at least annually.

## V. MEMBER ELIGIBILITY

- a. The City of Warrenton Commission will make appointments to the Library Board.
- b. Library Board member terms will be four (4) years.
- c. In order to establish continuity of membership, the terms will be structured so that no more than two (2) members' terms expire during any one year.
- d. If a vacancy occurs during a term of office, the City Commission shall appoint a new member for the unexpired term.
- e. Library Advisory board members may not have more than three (3) unexcused absences in two (years) consecutive years. The Library Advisory Board Chair

shall not miss more than two (2) meetings in a year. The Mayor, by notifying the City Commission, or the City Commission by formal action, may retain the right to keep members on the board despite attendance history or planned absences in order to find suitable replacements to the board, at which time they will be relieved of their appointment and a replacement shall take their place.

## VI. MEETINGS

- a. A minimum of four (4) regular meetings shall be scheduled annually, at a time and place agreed upon by the Library Board.
- b. The Library Board Chair, Library Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meetings.
- c. A majority of members of the Library Board will constitute a quorum.
- d. The Library Board Secretary shall be responsible for recording minutes for all Library Board meetings.
- e. Voting will be by voice vote. Not voting by proxy.
- f. Formal agenda items must be submitted to the Library Board Chair no fewer than five (5) working days before the meeting date.
- g. Citizens may introduce future agenda items at the beginning of each meeting (limited to five (5) minutes).
- h. All meetings of the Library Board are open to the public and shall be conducted in accordance with Robert's Rules of Order.

## VII. AMENDMENTS

- a. The Warrenton Community Library Advisory Board By-Laws shall be submitted to the Commission of the City of Warrenton for approval. Once the By-Laws are approved, any modifications of these By-Laws must also be approved by the City Commission before they become effective.
- b. The procedure to recommend modification of these By-Laws to the City Commission shall be:
  - i. All recommended modifications are to be presented and discussed at a regularly scheduled Library Board meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
  - ii. A majority vote of the Library Board members present is necessary to recommend a change in the By-Laws.