

*Amended by
Ordinance 91-926
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ORDINANCE NO. 88-889

AN ORDINANCE ESTABLISHING A LIBRARY BOARD, TO BE KNOWN AS THE SHERWOOD LIBRARY ADVISORY BOARD, DESIGNATING THE PURPOSES AND RESPONSIBILITIES OF THE BOARD, PROVIDING FOR APPOINTMENT OF BOARD MEMBERS AND BASIC RULES OF ORDER, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council finds that there is a need to develop and coordinate short-term and long-range objectives, strategies, and projects for the purposes of maintaining and operating a useful and economic public library system within the City, and

WHEREAS, in furtherance of maintaining and operating a public library system the City Council finds that there is a need to coordinate the acquisition of new library property, to develop and promote library programs, and to minimize the costs and maximize the benefits of upgrading both existing and future library facilities, and

WHEREAS, current ordinances governing the Sherwood Library Board of Trustees are based on outdated State statutes and no longer conform to City budgetary and administrative practices.

NOW, THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:

Section 1. BOARD ESTABLISHED.

- a. Library Advisory Board, hereinafter referred to as the "Board", is hereby established for the purposes of advising the City Council and the City Administration on library policies, planning, and management, and shall have the duties and responsibilities described in this Ordinance.

Section 2. MEMBERSHIP.

- a. The Board shall consist of seven (7) voting members who shall be appointed by the Mayor, with the consent of the City Council.
- b. At least six (6) voting Board members shall be, and remain during their terms, residents of the City of Sherwood.
- c. Members of the Board shall serve without compensation except for reimbursement for duly authorized expenses.

- d. The Mayor, with the consent of the City Council, shall appoint a Council representative to the Board, which representative shall be a non-voting member of the Board.

Section 3. TERMS OF OFFICE.

- a. Except as provided in subsection (b) of this section, the terms of office of Board members shall be four years and members may be reappointed to serve two or more consecutive terms. Appointments to the Board shall become effective on the date of the Board's first regular meeting in each calendar year.
- b. To provide for the orderly transition of Board business, the initial terms of voting Board members shall be one (1) year for two (2) members, two (2) years for two (2) members, three (3) years for two (2) members and four (4) years for the seventh Board member, with all subsequent appointments or reappointments being for a full four (4) year term. Such initial terms of office shall be determined by lot from among Board members at their first meeting and the results filed with the City Recorder.
- c. The nonvoting Council representative to the Board shall be appointed for a term coincident with the length of his or her term on the City Council.
- d. Upon resignation, permanent disqualification, or removal of any Board member by the City Council, a successor shall be appointed by the Mayor, with the consent of the City Council, to fill the remainder of that member's unexpired term. Board members missing three consecutive regular meetings, without the prior consent of the Board, shall be disqualified and removed from office.

Section 4. RULES OF ORDER.

- a. At its first meeting, the Board shall elect a Chairperson, Vice-Chairperson, Recording Secretary and any other officers from among its members, as deemed necessary for the effective conduct of Board business. Thereafter, such officers shall be elected at the Board's first regular meeting in each calendar year.
- b. Four (4) members of the Board shall constitute a quorum for the conduct of business.
- c. The Board shall act by a majority vote of the members present at a meeting, excluding members present but abstaining.

- d. The Board shall hold at least twelve (12) meetings per calendar year and may hold such other meetings as are necessary to perform its functions.
- e. Before any meeting of the Board, public notice shall be given as required by law and common practice. Minutes shall be taken of each meeting and filed with the City Recorder.
- f. The Board may adopt rules of procedure to regulate the conduct of meetings. In the absence of such rules, proceedings of the Board shall be conducted in accordance with the current edition of Robert's Rules of Order.

Section 5. STAFF ASSISTANCE. The Director of the City Library Department and any other staff as may be assigned from time to time by the Library Director or the City Manager, shall advise and assist the Board when requested and within the resources of the Department, provided, however, that the Board shall not preempt any departmental or administrative prerogative as established by the City Charter, City Code of Ordinances, or the City Council.

Section 6. DUTIES AND RESPONSIBILITIES. The Board shall:

- a. Evaluate community needs and resources on a regular basis and incorporate relevant finding into a statement of purpose guiding the provision of library services to the City.
- b. Establish long-range plans, goals and objectives for the acquisition and development of the library collection and the improvement and maintenance of the library building.
- c. Advise the City Administration and City Council through the Library Director on annual budget appropriations supporting and prioritizing library operational and capital programs.
- d. Regularly review and advise the City Council and City Administration on specific programs and policies relative to library goals and objectives.
- e. Coordinate and/or review plans and activities undertaken by volunteer agencies and individuals that are directed toward the improvement of the City library and library programs.
- f. Provide for liaison between the City and corporate, civic, fraternal, non-profit, or other groups in the scheduling and conduct of activities.

- g. Implement public participation and awareness programs designed to increase the use of the City library.
- h. Undertake additional responsibilities relative to the City library system as may be designated by the City Council or requested by the City Administration.
- i. Advise on library rules and regulations, and undertake other matters relative to the City library.

Section 7. SEPARATE CONSTRUCTION. In the event any subsection, subdivision, phrase, clause, sentence or work in this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not invalidate the remainder of this Ordinance, but shall be confined to the subsection, subdivision, phrase, clause, sentence, or work held invalid or unconstitutional.

Section 8. REPEAL. City Ordinance No. 550, as amended, is hereby repealed in its entirety, and the terms of office of all members of the current Library Board of Trustees shall expire upon the effective date of Ordinance No. 88-889.

Section 9. EFFECTIVE DATE. This Ordinance shall become effective on the 30th day after its enactment by the City Council and approval by the Mayor.

Duly passed by the City Council
this 14th day of December 1988.

Polly Blankenbaker
Polly Blankenbaker, City Recorder

Approved by the Mayor this 16th day
of December, 1988.

Norma Jean Oyler
Norma Oyler, Mayor

	<u>Aye</u>	<u>Nay</u>
Birchill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chavez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hitchcock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oyler	<input checked="" type="checkbox"/>	<input type="checkbox"/>