

CITY OF MONMOUTH, COUNTY OF POLK

STATE OF OREGON

An Ordinance Repealing Chapter 24 )  
Of the Monmouth City Code and )  
Replacing it with the Provisions of )  
This Ordinance Relating to the )  
Monmouth Library Board )

ORDINANCE NO. 1292

WHEREAS, The Library Board was created on June 4, 1968 by Ordinance 608 and Amended by Ordinance 669 on December 1, 1970. Ordinance 755 repealed Ordinance 608 On January 6, 1976. Ordinance 971 amended Ordinance 755 on April 1, 1986. Ordinance 1037 amended Ordinance 755 on June 4, 1991. Ordinance 1037 was further amended by Ordinance 1206 on February 1, 2005.

WHEREAS, The Monmouth City Council has requested that all board and commission ordinances be streamlined and consistent with each other;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF MONMOUTH, OREGON ORDAINS:

Section 1. Chapter 24 of the Monmouth City Code is hereby repealed and is replaced with the following provisions:

Section 2. A public Library is hereby continued in the City of Monmouth is created pursuant to Oregon Revised Statutes 357.400 to 357.612, and the Monmouth Library Board is established.

Section 3. (a) Under the direction of the City Council the board's responsibilities and duties include:

- (1) Keeping informed about current trends in library services and administration.
- (2) Studying library growth and needs in the City and its vicinity and investigating sources of funding for library service and facilities.
- (3) Developing long-range plans for library service and facilities, consistent with City priorities and with state, regional and national goals pertinent to libraries.
- (4) Encouraging widespread public support and use of the library.

(5) Performing other duties as authorized and directed by the City.

(b) The board shall make recommendations to the City Council for the following:

(1) The acceptance, use, or expenditure of any real or personal property or funds donated to the library, or make recommendations for the purchase, control, or disposal, of real and personal property necessary for the purposes of the library.

(2) Types of library service for the city and its vicinity.

(3) Policies and procedures to the City, which are conducive to efficient and effective operations of the library.

(4) Terms to the City for contracts and working relationships with other public agencies regarding library services.

Section 4. Membership. The Board shall consist of seven members appointed by the Mayor and approved by the City Council. Not less than six members shall be residents of the City, at the time of their nomination, appointment, and tenure in office. One nonresident member, who shall be a resident of the Central School District 13J at the time of their nomination, appointment, and tenure in office, may be appointed.

Section 5. Term of Office. The term of office shall be four years.

Section 6. Conflict of Interest. No member of the Library Board or the City Council shall have any financial interest, either directly or indirectly, in any contract to which the library is a party.

Section 7. Acceptance of Gifts for Library Purposes. Gifts of any real or personal property or funds donated to the library and accepted by the governing body shall be administered in accordance with each gift's terms, and all property or funds shall be held in the name of the City of Monmouth.

Section 8. Vacancies and Removals. Any vacancies shall be filled by appointment by the Mayor with approval by the Council. Any member may be removed for cause. A member of the board who is absent from three consecutive meetings without an excuse approved by the Board is presumed to be in nonperformance of duty and the City Council may declare the position vacant and appoint a new member to fill the unexpired term.

Section 9. Officers. The Board at its first meeting after July 1, each year, shall select one member to be the chairperson, another to be vice-chairperson and another to be secretary. The chairperson shall preside over the meetings of the board and perform such other duties as may be delegated by the board. The vice-chairperson shall act in the absence of the chairperson. The secretary shall take and prepare the minutes of the

board in accordance with ORS 192.610 through 192.650. The secretary shall forward to the City Recorder, monthly, a copy of the minutes of the meetings of the board. The secretary shall keep all the records of the board and shall perform such other duties as may be delegated by the board. The secretarial duties may be delegated to staff.

Section 10. Meetings. The board shall meet quarterly, and may meet upon the call of the chairperson or on call by a majority of its members. If necessary, members may attend the meeting by conference call in accordance with ORS 192.670(2).

Section 11. Procedures. The board's procedures shall be in accordance with Robert's Rules of Order. The board may adopt supplementary rules of procedure. All meetings are subject to the requirements of the Oregon Public Meetings Law (ORS Chapter 192.610 to 192.690). A majority of the members of the board shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter. If the board is unable, because of a lack of a quorum or other cause, to act or make a recommendation on any matter before it in a timely manner, the City Council may act on the matter directly.

Section 12. Council Liaison. The Mayor appoints council liaisons to each board and commission. It is the responsibility of the council liaison to attend the meeting as a neutral observer, report on actions taken and facilitate communication between the board and the City Council. The Council liaison is not a member of the board.

Section 13. Staff Support. The City Manager assigns staff to each board and commission. Staff's responsibility is to give the board neutral guidance and answer any questions of the board members. The staff person is typically not a member of the board.

Read for the first time: July 19, 2011  
Read for the second time: August 2, 2011  
Adopted by the City Council: August 2, 2011  
Approved by the Mayor: August 2, 2011

ATTEST:

---

John E.D. Oberst, Mayor

---

Phyllis L. Bolman, City Recorder