

**BYLAWS**  
**LANE LIBRARY DISTRICT**  
**CRESWELL, OREGON**

**Article I. NAME AND PURPOSE**

Pursuant to an election held in Lane County on the 2<sup>nd</sup> day of November 2004, the voters authorized the creation of a library district to serve portions of central Lane County, Creswell area. This organization shall be called “Lane Library District”. It shall assume and perform functions as provided in Chapters 357 and 198 of the Oregon Revised Statutes and all other relevant state statutes that relate to Library Districts. Its main purpose shall be to provide library services to those citizens situated within the boundaries of the Lane Library District. ORS 357 and 198

**Article II. BOARD OF DIRECTORS**

**A. Qualifications**

District Board members must be qualified electors who reside within the Library District’s boundaries. ORS 357.226

**B. Number**

The business and the property of the District shall be managed and controlled by a Board of five (5) members. ORS 255 & ORS 357.226

**C. Duties, Powers**

The 5-person District Board is the governing body for the library district and as such sets policy, approves the annual budget, and selects and supervises the library director. ORS 357.261

**D. Election**

The election of the Board shall be conducted as provided by the District’s Formation Orders and ORS 255 & ORS 357.236B.

**E. Vacancies**

Whenever any vacancy shall occur in the Board by death, resignation, disqualification or from any other cause, the vacancy shall be filled as provided in ORS 198.320

**F. Oath of Office**

Each newly elected or appointed board member shall take an oath of office at a board meeting prior to assuming the duties of the position.

**Article III. OFFICERS**

**A. Number**

The officers of the district shall be president, president pro tem, and secretary pro tem.

**B. Appointment**

The president, president pro tem, and secretary pro tem shall be elected at the annual (or July) meeting and shall serve a term on one (1) year. The secretary shall be the Library Director.

**C. Duties**

**President** of the Board shall preside at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes. The President may call Special Meetings of the Board as described by the Oregon Public Meetings Law ORS 192.610 – 192.710 and 192.990. The President of the Board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

**President pro tem**-in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

**Secretary pro tem** – in the event of the absence or disability of the secretary, shall assume and perform the duties and function of the Secretary.

**Article IV LIBRARY DIRECTOR**

**A. Selection**

The Library Director shall be selected by the Board, which shall consider professional and administrative qualifications during the selection process.

**B. Duties as Secretary to the Board**

The Library Director shall cause accurate minutes of each Board meeting to be taken, transcribed and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, and shall maintain and update the District’s Policy and Procedure manual.

**C. Responsibilities**

The Library Director shall be the executive and administrative officer of the District and carry out the following responsibilities

- 1. policies adopted by the Board
- 2. employment and direction of staff
- 3. care and maintenance of the building and equipment
- 4. the efficiency of the Library’s service to the public
- 5. the selection of Library materials
- 6. The operation of the Library under the financial conditions set forth in the annual budget.
- 7. serve as fiscal officer for the District

The Library Director, or designate, shall attend all Library Board meetings and shall present a Director’s report at each regular meeting

**Article V FINANCIAL MATTERS**

**A. Contracts**

The Board may authorize any officer or agent of the district to enter into contracts, or execute and deliver instruments in the name of, or on behalf of the District and such authority may be general or confined to specific instances.

ORS 357.261

**B. Loans**

No loans shall be contracted on behalf of the District, and no evidence of indebtedness shall be issued in its name unless authorize by the Board in writing.

**C. Checks**

All checks, drafts or orders for payment of money, notes or other evidences of indebtedness issue in the name of the District shall be signed by the President or President Pro-tem and the Secretary or Secretary Pro-tem of the District.  
ORS 357.276

**D. Deposits**

All funds of the District not otherwise employed shall be deposited from time to time to the credit of the District in a banking institution selected by the Board  
ORS 357.276

**E. Property**

Real property or personal property tendered to the District as gifts or contributions, improvements thereon, real property or personal property acquired by the District, and improvements thereon, shall not be sold, conveyed or transferred in any manner, shape or form without a resolution in writing being adopted by the Board, and being approved by a majority vote of the Board

**Article VI. MEETINGS**

**A. Compliance with Law**

All meetings shall be conducted in accordance with the Oregon Public Meetings Law. ORS 192.610 – 192.710, and 192.990

**B. Distribution of Materials to Board Members**

The agenda, Library Director’s Report, financial report and other items to be considered which will require a decision at the meeting shall be made available to each member of the Board at least four (4) days prior to any regularly scheduled Board meeting.

**C. Notice of Agenda to the Public**

The Library Director shall post the proposed agenda at the library facility and one or more locations convenient for review by District personnel and the public.

**D. Regular Board Meeting Agenda**

The agenda shall include, but not be limited to, the following items which shall normally be covered in the sequence shown as far as circumstances permit but the agenda and the order in which items are to be discussed may be modified at the discretion of the District.

1. Call to Order/Welcome
2. Public Input/Questions
3. Public Presentations
4. Approval of previous minutes
5. Financial Report
6. Library Director Report
7. Committee Reports
8. Other Reports

9. Old Business
10. Correspondence
11. New Business
12. Next Meeting Date & Agenda suggestions for next Meeting
12. Adjournment

#### **E. Location of Meetings**

All meetings shall be held within the geographic boundaries of the District, except where allowed by law. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, nationality or disability is practiced. All meetings shall be held in places accessible to the handicapped.

#### **F. Types of Meetings**

##### **1. Regular Meeting**

The regular meeting of the Lane Library District Board shall be held each month. The date, hour, and location shall be set by the Board.

##### **2. Annual Meetings**

The annual meeting, which shall be for purpose of the election of officers, shall be held in conjunction with the regular July meeting.

##### **3. Special Meetings**

The Board shall hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the President pro tem. No special meeting shall be held with less that 24 hours public notice.

##### **4. Emergency Meetings**

Emergency meetings may be held at the request of persons entitled to call special meetings with less than 24 hours notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District, such as specific physical threat to District property, which would be substantially increased if the Board were to delay in order to give 24 hours notice before conducting the meeting. An emergency meeting is to be held only in rare extreme situations. The convenience of board member is not grounds for calling an emergency meeting.

Every effort shall be made to notify all board members and the Library Director if an emergency meeting is called.

At the beginning of any emergency meeting, the President or board members calling the meeting shall recite the reasons for calling the meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours notice. The reasons shall be noted in the minutes. The Board shall then determine if the reasons

are sufficient to hold an emergency meeting and, if not, shall immediately adjourn the meeting. Only business related directly to the emergency shall be conducted at an emergency meeting. An emergency meeting must meet quorum requisites.

#### **5. Executive sessions**

Executive sessions are closed to the public. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special, and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

The Board shall not take any votes during executive sessions, nor make any final decisions during any executive sessions. This policy however shall not prohibit full discussion of Board members' views during executive sessions.

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general the extent of the non-disclosure requirements should be no broader than public interest requires, and the news media will only be allowed to report the general topic of discussion in the executive session. Board members, staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Permissible purposes for executive session are those set forth in ORS 192.660.

**G. Minutes** The Board shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants in accordance with the requirements of ORS 192.650.

Minutes shall include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion of the matter.
5. Subject to ORS 192.410 – 192.505 relating to public records, a reference to any documents discussed at the meeting.

#### **Minutes of Executive Sessions**

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public session, or by sound, video or digital recording. If

minutes of an executive session are kept by sound, video or digital recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2)

**H. Quorum**

A majority of the members of the Board shall constitute a quorum necessary for the transaction of any and all business of the District. A majority of the members of the Board’s concurrence, unless specifically authorized by statute, is required to act on any matter. ORS 174.130

**Article VII BOARD APPOINTED COMMITTEES**

**A. Appointments**

The President, with the concurrence of the majority of the Board, 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 may include members of the public as appointed by the Board. The committee shall be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

**B. Reports**

All committees shall make a progress report at each Board meeting or as otherwise adopted by the Board.

**C. Advisory Capacity**

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

**Article VIII ADMENDMENT OF BYLAWS**

**A. Procedures**

The Bylaws may be amended, modified or repealed and new Bylaws may be adopted by a simple majority vote of the board, but only when all board members are present.

Adopted 7/13/2005

Revision 1: Dated this 21st day of February, 2012

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President  
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