

LIBRARY SERVICE DISTRICT GOVERNING BODY
COUNTY OF COOS
STATE OF OREGON

MAR 15 1993
FILE CLSD-1 # 8
BY M. Bright DEPUTY

In the Matter of Forming a Coos County)
Library Service District Board)

NOW BEFORE THE Library Service District Governing Body, sitting
regularly for the transaction of Library Business on the 28th day of
January, 1993 is the matter of forming a Coos County Library Service
Board and appointing members to the Board;

AND IT APPEARING to the Board that the duties of the Library Service
District Board will be as follows:

- A. Determine the amount to be levied each year for the Library Service District tax base.
- B. Establish a distribution formula for and implement the disbursement of funds for the Library Service District.
- C. Act as an official body for the receipt of District-wide grant money.
- D. Act as a communication link between the libraries, the library boards, the media and the public.
- E. Determine and evaluate those shared County-wide cooperative services which are contracted, and determine the amount to be paid for those services.
- F. Establish and enforce policy regarding the addition of new libraries to the Library Service District. If, after careful needs assessment, it is determined that an additional library should be established in an unincorporated area, that library will become a branch of an existing city library.
- G. Preserve the autonomy of the individual libraries while fostering and enhancing cooperative services.
- H. Although the ultimate authority for fiscal and policy affairs of the District shall reside with the County Commissioners, this should in no way restrict the Board in fulfillment of its designated duties. The Board will not intervene in the affairs and policies of individual libraries. Any powers not specifically allocated to this Board will be assumed to reside in the city governments.

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AND IT FURTHER APPEARING to the Board that the following members should be appointed to the Coos County Library Service Board for the terms as indicated:

Member	Length of Term	Term Expires
Maxine Wegner	1 Year	1/31/94
Roy Winchell	2 Years	1/31/95
Ralph Mohr	2 Years	1/31/95
Mike Delvin	3 Years	1/31/96
Small Fire Hawk	3 Years	1/31/96
Mary Schamehorn	4 Years	1/31/97
Al Stinchfield	4 Years	1/31/97

NOW, THEREFORE, IT IS HEREBY ORDERED that the Library Service District Board be formed and that the above named persons be appointed to the Board to serve for the terms indicated above.

DATED THIS 10th day of March, 1993.

Approved as to form:

David R. Pe
Office of County Counsel

LIBRARY SERVICE DISTRICT GOVERNING BODY

London Dow
Commissioner

Jack L. Reel
Commissioner

Ben Owen
Commissioner

COOS COUNTY LIBRARY SERVICE DISTRICT
COOS LIBRARY BOARD
BY-LAWS
(revised 1997)

ARTICLE I

This organization shall be known as the Coos Library Board

ARTICLE II PURPOSE

The Coos Library Board is appointed to advise the Coos County Library Service District Governing body on governance of the Library District. The purpose of the Board is provision of quality library service to all residents of Coos County.

ARTICLE III DEFINITION

Section 1. The Coos County Library Service District is a county Service District formed pursuant to ORS 451.010 (1) (k) and Chapters 198 and 451 for the purpose of providing public library services in Coos County, approved by Coos County voters in November, 1992, with its boundaries being that of Coos County, Oregon.

Section 2. The Governing Body of the Coos County Library Service District is the Board of County Commissioners.

Section 3. Cities and the Dora Corporation shall be responsible for the day-to-day operation and administration of their libraries. Their authority shall include, but not be limited to, the Powers described in the Master Plan.

Section 4, Southwestern Oregon Community College shall be responsible for the operation and administration of its library and of the Extended Services Office according to the terms of its contract with the Coos County Library Service District and as described in the Master Plan.

ARTICLE IV MEMBERS

Section 1. The Coos County Library Board shall consist of seven voting members appointed by the Coos County Library Service District Governing Body and selected as follows:

- 1.) Four members shall be designated jointly by the City Councils in Coos Bay and North Bend. Two of the four members shall be residents of the incorporated cities of Coos Bay or North Bend, while the other two members shall not be residents of any incorporated area. One non-city resident shall reside within the boundaries of School District #9 and one non-city member shall reside within

- the boundaries of School District #13.
- 2.) Two members shall be designated jointly by the City Councils in Bandon, Coquille, Lakeside, Myrtle Point, Powers, and the Dora Corporation
 - 3.) One member shall be a rural resident living in an unincorporated area outside the boundaries of School Districts #9 or #13; the position of the one rural member resident in a school district other than School District #9 or #13 shall be appointed by the County Commissioners. County Commissioners may appoint the member from a list of qualified individuals who have expressed an interest in serving or who have been nominated by another person or persons.
 - 4.) No board member shall also be a member of any Coos County library board, a library employee or elected official of the parties as defined in the Intergovernmental Agreement.
 - 5.) If any designated member-to-be is not acceptable to the County Commissioners, the appropriate designating bodies will be asked to make another recommendation.
 - 6.) Terms of appointments shall be staggered in 1,2,3, & 4-year increments beginning on July 1 in the year of appointment and ending June 30 in their last year of service. A maximum of two full terms may be served consecutively.

Section 2. Should a vacancy occur on the board, the remainder of the term shall be filled by selection and appointment as described above in Article IV, Section 1.

- 1.) A seat shall be deemed vacant upon the incumbent's death, resignation, adjudication as incompetent, conviction of a felony, or ceasing to possess the qualifications for the seat in accordance with items 1 through 5 of the Master Plan. A member's removal may be requested of the governing body by a majority vote of the board if a member fails to attend two (2) consecutively scheduled meetings or a 90 day period, whichever comes first, without the agreement of the Board. The remaining term of a member no longer able or permitted to serve will be filled as detailed in the Master Plan.

ARTICLE V OFFICERS

Section 1. Chair

- 1.) Shall be elected by the Coos Library Board for a term of one year beginning December 1.

- 2.) Shall preside over all meetings of the Board.
- 3.) Shall appoint all committee members.
- 4.) Shall be an ex-officio member to all committees.
- 5.) Shall plan the meeting agenda with cooperation of the other officers and committee chairs.
- 6.) Should a vacancy occur in the office of Chair, the Board shall elect a new Chair for the remainder of the term. If necessary, this will take place at a special meeting called for this purpose.

Section 2. Vice-Chair

- 1.) Shall be elected by the Coos Library Board for a term of one year beginning December 1.
- 2.) Shall serve in the absence of the Chair.

Section 3. Secretary

- 1.) Shall be selected by the Coos Library Board and appointed by the Coos County Library Service District Governing Body on a contractual basis.
- 2.) Shall maintain appropriate records, take minutes of the meetings and forward them to the Coos Library Board members, to the District Governing Body, to the ESO Coordinator for the distribution to Public Libraries and to others requests inclusion on the mailing list.
- 3.) Board members, and others listed above, shall be advised in writing of scheduled meetings and notice published in accordance with the Oregon Public Meeting Laws.

**ARTICLE VI
MEETINGS &
PROCEDURES**

Section 1. Number of meetings.

- 1.) There shall be a minimum of four meetings each year to be held in September, November March and June. **There will be a minimum of three meetings each year with additional meetings as needed.**

- a. Election of officers shall be held at the November meeting.
Election of officers shall be held at the fall meeting
- b. Services of the Extended Services Office shall be reviewed at the September meeting.
Services of the Extended Services Office shall be reviewed at the fall meeting.
- c. Contracts and distribution of district funds shall be reviewed and determined at the November meeting.
Contracts and distribution of district funds shall be reviewed and determined at the fall meeting.
- d. Copies of each library's annual report to the Oregon State Library and official audit for the previous fiscal year shall be received by all Coos Library Board members at the March meeting.

Copies of each library's annual report to the Oregon State Library and official audit for the previous fiscal year shall be received by all Coos Library Board members at the spring meeting.
- e. The adopted plan for library services shall be reviewed at the June meeting.
The adopted plan for library services shall be reviewed at the spring meeting.

Section 2. Special meetings can be called by the Chair and shall be called upon the written request of two or more members of the Board. Except in cases of emergency, at least three days notice shall be given.

Section 3. All Board meetings shall be held in compliance with the Oregon Public Meeting Law as set out in the Oregon Revised Statutes.

Section 4. A quorum shall consist of 4 (FOUR) voting members being present. The four members would be required to cast a unanimous vote to pass a motion.

Section 5. Voting

- 1.) Voting shall be conducted by Roberts Rules of Order Newly Revised.
- 2.) Recommendations shall be made by voting and adopted by a majority vote.

- a. All voting actions shall be recorded in the minutes.
- b. Each member shall have one vote.
- c. A majority vote shall consist of four members.

Section 6. Amending these By-Laws.

- 1.) Amendments shall be submitted in writing to the Chair no less than four weeks prior to a scheduled meeting.
- 2.) Such amendments shall be circulated to the Coos Library Board members and others who are on the mailing list to receive the minutes.
- 3.) Amendments shall be adopted by an affirmative vote of at least five members of the Board.

ARTICLE VII
DUTIES OF
THE BOARD

Duties of the Board shall be limited to the following:

- 1.) Determine the amount to be levied each year for the District tax base.
- 2.) Establish a distribution formula for, and implement the disbursement of, funds for the District.
- 3.) Act as an official body for the receipt of District-wide grant money.
- 4.) Act as a communication link between the libraries, the library boards, the media, and the public.
- 5.) Determine and evaluate those shared countywide cooperative services which are contracted, and determine the amount to be provided by Southwestern Oregon Community College through Extended Services.
- 6.) Establish and enforce policy regarding the addition of new libraries to the District. If, after careful needs assessment, it is determined that an additional library should be established in an unincorporated area, that library will become a branch of an existing city library.
- 7.) Preserve the autonomy of the individual libraries while fostering and enhancing cooperative services.
- 8.) Although the ultimate authority for fiscal and policy affairs of the District

shall reside with the county Commissioners, this should in no way restrict the Board in fulfillment of its designated duties. The Board will not intervene in the affairs of individual libraries. Any powers not specifically allocated to the Board will be assumed to reside in the city governments.