

JOSEPHINE COMMUNITY LIBRARY DISTRICT

Bylaws of the Board of Directors

Adopted 07/05/2018
Revised 09/18/2019
Revised 03/18/2020
Revised 04/19/2023

ARTICLE I: NAME AND STATEMENT OF PURPOSE

This municipal corporation shall be called the Josephine Community Library District, having been organized according to the provisions of ORS 357.216 to 357.286, and exercising the powers and authority, and assuming the responsibilities described in those statutes.

The purpose of this municipal corporation is to provide library services to the community of Josephine County.

ARTICLE II: FISCAL YEAR; BUDGET

The fiscal year shall begin on July 1 and end on June 30. Each year the district shall determine and fix the amount of money to be raised by taxation. The total amount shall not exceed the established permanent rate of \$0.39 per \$1,000 of assessed value of all taxable property contained within the district, computed in accordance with ORS 308.207.

ARTICLE III: BOARD OF DIRECTORS AND OFFICERS

Section 1. The Board of Directors shall be made up of five members, each elected at large. Elections shall be held in May of odd numbered years; elected members take office on July 1 of the election year. In the first election, two of the members are elected for four year terms and three members hold two year terms. All members are elected for four year terms in the succeeding election.

Section 2. The members of the board shall all reside within the library district. Positions shall be at large. Employees shall not serve as board members.

Section 3. The Board of Directors shall, at the first meeting in each fiscal year, elect a President and a Vice President. The Board shall select and appoint a qualified District Librarian, who shall serve as the Secretary for the district.

Section 4. The district shall require bond or crime insurance covering any member of the governing body and any officer of the district who is charged with the possession or control of district funds. The cost of the bond or insurance shall be paid from district funds. ORS 198.220.

Section 5. Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the positions is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the Board of County Commissioners, pursuant to the provisions of ORS 198.320.

Section 6. Directors may be recalled as provided in ORS 198.410 to 198.440.

Section 7. Directors shall receive no compensation for services performed as a member of the governing body. The district shall provide for reimbursement to a Director for actual and reasonable expenses for travel and other expenses necessarily incurred by a Director in the performance of official duties, in accordance with this district policy.

Section 8. The President shall serve a term of one year, with the option of running for one additional one year term. No Director shall serve more than two consecutive terms as President. The President shall preside at all meetings of the Board of Directors, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board of Directors, co-sign checks drawn on funds of the district and generally perform other duties associated with that office.

Section 9. The Vice President shall serve a term of one year, with the option of running for one additional one year term. No Director shall serve more than two consecutive terms as Vice President. The Vice President will serve as President during the absence of the President, co-sign checks drawn on funds of the district and perform other duties designated by the Board of Directors and associated with that office.

Section 10. The Secretary shall keep or cause to be kept a true and accurate record of all meetings of the Board of Directors; shall issue or cause to be issued notice of all regular and special meetings of the Board of Directors, including proper notification to the media and all persons who have requested regular notice; co-sign checks drawn on funds of the district; and shall perform or cause to be performed such other duties as are generally associated with that office.

Section 11. Board members must adhere to the Code of Ethics for Members of the Board of Directors of Josephine Community Library District. They must affirm their commitment by signing the form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year. If a majority of the Board determines a Board member acted unethically, they may select a Board member to craft a resolution of censure. (See Addendum A)

ARTICLE IV: MEETINGS

Section 1. The regular meetings shall be held once each month, the date and hour to be set by the Board of Directors at the first annual meeting, which is the first meeting of each fiscal year. The location shall be a facility within Josephine County

which complies with current state and federal laws requiring access for disabled persons.

Section 2. The annual meeting shall be held in July of each year. At the annual meeting the Board shall elect officers for that fiscal year.

Section 3. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 4. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual and special meetings.

Section 5. A quorum for the transaction of business at any meeting shall consist of three members of the Board of Directors, or electronically.

Section 6. In conducting all meetings, decisions will be by consensus when possible. Proceedings will be governed by *Robert's Rules of Order*.

Section 7. In August, the board shall adopt an annual report reflecting the condition of the library, and the provision of library services to the community as determined by the goals and objectives of the library's strategic plan.

ARTICLE V: COMMITTEES

Section 1. The Board of Directors may establish special committees of two or more members for such specific purposes as the business of the Board of Directors may require from time to time. The duties of a special committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after its final report is made to the Board of Directors.

Section 2. All special committees shall make progress reports to the Board of Directors at each of its regular meetings.

Section 3. The Board of Directors shall appoint qualified persons to act as public members of the Budget Committee in accordance with ORS 294.414. The members of that committee shall serve as prescribed by statute.

Section 4. All committees shall serve solely in an advisory capacity. No committee shall have any authority or powers independent of the Board of Directors, unless such authority or power is specifically and unequivocally granted by the Board of Directors.

ARTICLE VI: GENERAL

Section 1. The decisions of the Board of Directors will be by unanimous agreement whenever possible. Failing that, an affirmative vote of the majority of all

members present at the time shall be necessary to approve any action before the Board of Directors. The President may vote upon and may move or second a proposal before the Board.

Section 2. The Bylaws may be amended by majority vote of all members of the Board of Directors, provided that written notice of the proposed amendment shall have been sent by mail or email to all members at least ten days prior to the date of the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board of Directors, whether contained in these Bylaws or elsewhere, may be temporarily suspended in connection with business at hand. Any such suspension may take effect only if four of the five members of the Board of Directors are present at the meeting at which it is proposed, and at least three of those present approve the suspension.

Bylaws of the Board of Directors of the Josephine Community Library District.

Addendum A

Josephine Community Library District Code of Ethics for Members of the Board of Directors

Members of the Board of Directors of Josephine Community Library District (JCLD) are accountable for JCLD resources and ensure the provision of quality library services. This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members must affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year.

Members of the Board of Directors of JCLD **commit to**:

- adhere to American Library Association (ALA) professional ethical codes, rules and guidelines, as required by Oregon law;
- adhere to ALA Library Bill of Rights as required by Oregon law and public library standards;
- be familiar with the history and formation of JCLD and in compliance with JCLD policies;
- respect the opinions of other Board members, even in cases of disagreement or opposing views;
- acknowledge and support the formal position of the Board in public forums;
- support the efforts of librarians in resisting censorship of library materials by groups or individuals;
- represent all patrons and potential patrons of JCLD fairly and equally;
- protect library users' rights to privacy and confidentiality; and
- immediately disqualify themselves whenever the appearance of or a conflict of interest exists.

Members of the Board of Directors of JCLD **pledge not to**:

- present personal philosophies or interests as those of JCLD, including on social media;
- interfere with the Library Director's management duties or supervision of staff and volunteers;
- be swayed by partisan interests, public pressure, or fear of criticism in fulfilling Board duties;
- engage in discrimination of any kind; or
- use Board member status to gain unwarranted privileges or advantages for themselves or others.

Members of the Board of Directors graciously commit the time and energy to ensure JCLD provides the best library services possible. If a Board member believes another Board member acted unethically, they may call it to vote. If a majority of the Board determines a breach of ethics occurred, the Board may select a Board member to craft a resolution of censure. A resolution of censure is an official statement of disapproval from the Board of Directors.

Board Member:

Print Name: _____ Signature: _____ Date: _____

Witness:

Print Name: _____ Signature: _____ Date: _____

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

ALA Professional Ethics: <https://www.ala.org/tools/ethics>

Oregon Public Library Standards: <https://www.olaweb.org/pld-standards>

Minimum Conditions for Public Libraries (ORS 357.405)

Official Recognition of Public Libraries (Oregon State Library Administrative Rule 543-010-0036)