

JACKSON COUNTY LIBRARY DISTRICT BOARD  
MINUTES FOR THE REGULAR MEETING  
NOVEMBER 6, 2014

Call to Order and Roll Call

The Jackson County Library District Board Meeting was opened by President Jill Turner on Thursday, November 6, 2014 at 9:01 a.m. in the Adams Community Meeting Room of the Medford Branch Library, 205 S. Central Avenue, Medford, Oregon. Those present were:

Director Carol Doty

Director Susan Kiefer

Director Maureen Swift

President Jill Turner

Vice President Monica Weyhe

Jackson County Library Business Manager Lisa Garcia

Jackson County Library Director Kim Wolfe

LSSI Regional Manager Dana Braccia

LSSI Vice President of Business Development, Western Region, Bob Windrow

Jackson County Library Foundation Executive Director Shelley Austin

Recording Secretary Betsy Randolph

Members of the Public

2. Minutes Approval

2.1 September 4, 2014

2.2 September 22, 2014

Director Doty moved to approve the September 4 and September 22 minutes as presented.

Vice President Weyhe seconded the motion. Those voting aye: Director Doty, Director Kiefer, Director Swift, President Turner, and Vice President Weyhe. The motion passed unanimously.

3. Consent Agenda

3.1 Direct County Treasurer to pay on our behalf \$3,274,331.50 to Jackson County

3.2 Move January 1 meeting to January 8, 2015 due to the holiday

President Turner read the Consent Agenda items by title. Director Kiefer moved to approve the Consent Agenda as presented. Director Doty seconded the motion. Those voting aye: Director Kiefer, Director Swift, President Turner, Vice President Weyhe, and Director Doty. The motion passed unanimously.

4. Citizens Input on Non-Agenda Items

Nancy Swan of Medford. Ms. Swan introduced herself as a member of the League of Women Voters and said she will be in charge of moderating the League's upcoming meeting at which three of the Library District Board members will be attending. She expressed her appreciation to the library board members for their participation.

5. Reports

5.1 LSSI Overview, Bob Windrow and Dana Braccia

Mr. Windrow introduced himself as LSSI's Vice President of Business Development for the

Western United States. Mr. Windrow has been with LSSI since 1990. He said that his entire working career has been with companies centered on libraries.

He presented a Power Point overview of LSSI. Founded in 1981, LSSI is owned and operated by library professionals and has always been an advocate of libraries. It currently operates 82 community libraries for 21 local governments across six states, as well as providing contract services to Federal libraries including the Library of Congress and Smithsonian Institute. Of the more than 1,000 persons employed by LSSI, over 140 hold professional Masters in Library Science degrees. Mr. Windrow said that LSSI supports its team of employees, offering ongoing training and career advancement opportunities. The firm strives to provide business best-practices which result in lower operational costs. LSSI's buying power allows for deep discounts of books and materials from vendors. Innovative technological procedures and processes cut costs. Partnerships with community organizations and adjoining library systems are also encouraged.

Mr. Windrow pointed out that LSSI partners with library systems. It does not privatize libraries. All assets belong to the library. They do not set any library policies, set any patron fees that benefit LSSI, nor do they use any library data or information for commercial purposes. Mr. Windrow left packets of LSSI materials with each Board member.

Library Director Wolfe followed Mr. Windrow's presentation with a discussion of successful accomplishments at Jackson County Library Services since October 2007 when Jackson County contracted with LSSI.

#### Jackson County Library Foundation

Executive Director Austin showed a video about the history of the Foundation, its vision, and some of its success stories. From securing generous individual donations and bequests, to presenting musical events and arts and lecture series, the Foundation's fund-raising efforts benefit the entire Library system, especially in the field of early literacy development. In 2012, they created the "Baby's First Book" program in which new mothers are given a literary packet at the hospital which includes a baby book, parental reading guide, information about programs at the library, and a library card application. They also support the Children's Festival each year with a sponsorship.

Ms. Austin said that the Foundation's mission is to enhance and support the libraries in any way they can. Donations they receive may be designated for specific purposes, such as to enhance the Outreach to Child Care department or to build a collection of materials about Alzheimer's at the Ruch branch.

With the transition to the Library District, Ms. Austin said that the Foundation is anxious to tell their donors about "how it all works," and asked that members of the Board let her know how the Foundation might be of help to support priorities the Board may set. The Foundation's Website is [www.jclf.org](http://www.jclf.org).

#### Financial Report

Library Business Manager Garcia distributed the YTD budget as of October 31, 2014 (Submission 1) and answered questions posed by the members of the Board.

#### 5.4 Library Director

To a burst of applause, Library Director Wolfe made the observation, "Wow, what a

difference a year can make. Last year at this time, I was creating closure procedures for the library.” She then reviewed her written report, previously submitted to board members, which detailed current and upcoming partnerships, events, and programs (submission 2).

Ms. Wolfe distributed a proposed draft showing the distribution of new hours at branches across the system (submission 3) and talked about each branch’s schedule. It is hoped to implement this schedule on January 2, 2015. She and branch managers are currently working on the process of staffing those hours. She and the administrative staff have met and developed a timeline to complete a variety of related tasks.

There was discussion about whether the Library Board needs to approve the schedule of new hours and days. Vice President Weyhe said that she thought there was a statute requiring it. The Board will ask direction from Counsel Mark Bartholomew.

Library Director Wolfe told the Board that their next scheduled tour of library branches will be on Tuesday, December 9 at 11:00 a.m., starting at the Phoenix branch.

Ms. Wolfe said the recruitment for an Assistant Library Director is on-going.

#### 5.5 Library Committees

President Turner stated that early on the board had established three working committees, but the process for which those committees report back to the board has not been finalized. She suggested that at their next meeting they flush out the roles and responsibilities of each committee.

The three committees are:

County functions. President Turner and Director Doty are reviewing County functions in the light of possible independence from the County.

Contract with LSSI. Directors Swift and Weyhe met with County Administrator Danny Jordan for some background information about the contract currently in place between the County and LSSI.

Board policy. Directors Kiefer and Weyhe have met several times to develop governance policies for the Library District Board. Drafts have been distributed to board members. They will have a report later on today’s agenda.

#### 6. Resolutions

There were no resolutions at this meeting.

#### 7. New Business

##### 7.1 Budget Committee Process

Director Swift reported on what she and Library Business Manager Garcia have done and concerning their task to develop the procedure to appoint the Jackson County Library District Board’s Budget Committee. Director Turner said that she would like to see the Budget Committee appointed by the first meeting in January. The board discussed methods to ask for applications to fill the five lay-person positions on the Budget Committee. December 19 will be the deadline for persons to apply. Director Swift will disseminate to the public the information on how to apply for the open positions and a brief job description for Budget Committee members.

##### 7.2 Future Agenda

i. Paid Subscriber Cards. Director Doty asked the Board to address the policy of

permitting persons living outside Jackson County to use the county library collection. The Board authorized Library Director Wolfe to bring them prior work done by the former Library Advisory Committee so they might consider establishing such a policy.

ii. Variety of Items. President Turner listed a number of items that the Board needs to consider for future agendas. It was the Board's consensus that they discuss these at their next meeting which will be a work session on November 13, starting 1:30 p.m. at the Eagle Point Library

7.3 Board Governing Policies / Issues

Director Weyhe distributed a draft of the *Board Governance Policy* which she and Director Kiefer have been developing. (Submission 3) The Board members discussed several items and language of the draft. It was decided to continue the discussion and address questions at the next meeting.

8. Unfinished Business

- 8.1 Review October 31 Planning Document (if available)  
Not available.

Board Member Reports

Committees reported earlier in the meeting.

There being no further business, the meeting was adjourned at 12:01 p.m.

The next meeting of the board will be a work study session on Thursday, November 13 at 1:30 p.m. at the Eagle Point Branch Library, 239 West Main Street, Eagle Point.

/s/  
Jill Turner, President

/s/  
Carol Doty, Director

/s/  
Susan Kiefer, Director

/s/  
Maureen Swift, Director

/s/  
Monica Weyhe, Vice President

Betsy Randolph  
Recording Secretary  
Approved on: 12/04/2014

Funds 00010 To 00010  
 Department 31 To 31  
 Programs To  
 Business Unit To  
 Object.Sub 40000.0000 To 79999.9999

**YTD Budget as of October 31, 2  
 Grouped by Program**

Level of Detail 4  
 Fiscal Year 15

Account and Description		Revised 14-15	YTD 14-15	Encumb 14-15	YTD w/Enc	Bal Rem 14-15	Used %
<b>310401 LIBRARY ADMINISTRATION</b>							
41000.0000	Grants,Gifts,Alloc & Donations	1,068,624.00-	151,500.27-		151,500.27-	917,123.73-	14.18-
45000.0000	Fees & Other Service Charges	275,070.00-	146,178.81-		146,178.81-	128,891.19-	53.14-
	<b>Revenues</b>	<b>1,343,694.00-</b>	<b>297,679.08-</b>		<b>297,679.08-</b>	<b>1,046,014.92-</b>	<b>22.15-</b>
62000.0000	Personnel Services	106,849.00	29,698.67		29,698.67	77,150.33	27.79-
64000.0000	Materials & Services	6,191,814.00	2,410,664.82	3,164,350.54	5,575,015.36	616,798.64	90.04-
68000.0000	Capital Outlay	250,000.00				250,000.00	
	<b>Expenses</b>	<b>6,548,663.00</b>	<b>2,440,363.49</b>	<b>3,164,350.54</b>	<b>5,604,714.03</b>	<b>943,948.97</b>	<b>85.59-</b>
<b>310401 Library Administration</b>	<b>Difference</b>	<b>5,204,969.00</b>	<b>2,142,684.41</b>	<b>3,164,350.54</b>	<b>5,307,034.95</b>	<b>102,065.95-</b>	<b>101.96-</b>

**Report Totals**

<b>Total Revenues</b>	<b>1,343,694.00-</b>	<b>297,679.08-</b>		<b>297,679.08-</b>	<b>1,046,014.92-</b>	<b>22.15-</b>
<b>Total Expenses</b>	<b>6,548,663.00</b>	<b>2,440,363.49</b>	<b>3,164,350.54</b>	<b>5,604,714.03</b>	<b>943,948.97</b>	<b>85.59-</b>
<b>Difference</b>	<b>5,204,969.00</b>	<b>2,142,684.41</b>	<b>3,164,350.54</b>	<b>5,307,034.95</b>	<b>102,065.95-</b>	<b>101.96-</b>

**LIBRARY DIRECTOR REPORT  
JACKSON COUNTY LIBRARY DISTRICT BOARD  
NOVEMBER 6, 2014 MEETING  
ADAMS ROOM, MEDFORD LIBRARY**

**Current Highlights:**

*Rogue Valley Business Resource Fair*

Jackson County Library Services (JCLS) participated with a booth at the Twelfth Annual Rogue Valley Business Resource Fair on Saturday, October 18, 2014 at the RCC/SOU Higher Education Center. The Rogue Valley Business Resource Fair is a free event for small business owners and those thinking about becoming entrepreneurs. There were 120 that attended this event which provided an opportunity to get free consultations and attend seminars on topics critical to small businesses, such as marketing. Over 30 information booths were present. JCLS provided information on library business resources and databases.

*Southern Oregon Library Federation (SOLF)*

JCLS hosted the Southern Oregon Library Federation (SOLF) meeting on Friday, October 24. Eighteen representatives from public and academic libraries attended, including Coos Bay, Cottage Grove, Douglas County, RCC, SOU, Klamath County, and Josephine Community Libraries. MaryKay Dahlgreen, Oregon State Librarian, was also in attendance and gave an update on the State Library and its statewide projects.

*Oregon Public Library Directors Meeting*

Library Director Wolfe attended the annual Oregon Public Library Directors meeting on October 10. Over 50 library directors attended, where they reported on happenings in their libraries. Special reports were given by the Oregon Library Association President and the State Librarian regarding current activities and issues affecting Oregon libraries.

*Rogue Community College/Southern Oregon University "Welcome Back Bash"*

The Medford Library staffed a booth at the RCC/SOU "Welcome Back Bash" held for students and staff outside the Higher Education Center in Medford. JCLS staff shared the booth with the RCC Library and Tutoring Center. Students and staff were interested in the Mango Database, Learning Express, Novelist, the JCLS Website, and other general information about the library.

*Ballot Drop Boxes*

Official ballot drop boxes are located at four branch libraries—Ashland, Eagle Point, Central Point, and Rogue River—for the November 4, 2014 general election. They are open Monday, October 22 through Tuesday, November 4.

*National Friends of the Libraries Week*

October 19-25, 2014 was "National Friends of Libraries Week." Jackson County Library Services is fortunate to have Friends of the Library groups throughout Jackson County. The Friends groups at each branch contribute their time and expertise to significantly enhance library services.

Through book sales, membership dues, and other fundraisers, these groups sponsor free lectures, professional storytellers, programs for all ages, film showings, career workshops, author visits, and summer reading program activities and prizes. Their donations also enrich our collections, funding the purchase of additional DVDs, databases, and other materials. Through our Friends' support, the libraries are able to provide more library resources to the public.

## **Upcoming and In Process:**

### *Learn-a-Palooza*

The Library's annual literacy fair, *Learn-a-Palooza*, will be held on January 31 at the Medford branch. This event, open to the public, will offer special programs, activities, tours, and informational tables for local groups and agencies which support literacy in Jackson County. One of the libraries strategic plan goals is to ensure that adults, teens, and families have the support they need to improve their literacy skills.

JCLS is asking partnering organizations to provide a display of information pertaining to literacy (reading, health, financial, etc.) and to encourage their clients to attend. The Large Community Meeting Room will be transformed into a Resource Room where partners will be able to exhibit, promote, and explain their services to attendees.

### *State of Jefferson Scavenger Hunt*

The State of Jefferson Scavenger Hunt 2014 is an academic competition run by Southern Oregon University's Pre-College Youth Programs, for Middle School and High School students. School teams have three days during November and December to find answers to academic, music, current news, art, and Internet questions using library resources and documentation. The hunts culminate with adjudication sessions at Southern Oregon University.

Library staff supports the program by helping students as they work on the hunt. The questions will be posted at the following Website at the time and day the hunt starts:

<http://www.sou.edu/youth/competitions/index.html>

## **Programming:**

Jennifer Pharr Davis, athlete, author, and 2012 *National Geographic* "Adventurer of the Year" shared slides, stories and read excerpts from her new book *Called Again*. Presentations were held at the Medford, Ashland, and Eagle Point libraries.

Other author programs held in October included:

Jake Kaida, *Blue Collar Nomad: The Literary Reflections of a Grassroots Pilgrim*

Alan Sasha Lithman, *A Trust for the Earth: The Hero's Journey of an Emerging Humanity*

Ellen Rubenson, *When You Get Older, Where Will You Live?*

Gloria Boyd, *Runaway Mama*

Musical events included classical pianists performing at Jacksonville, a bluegrass trio, and a Frank Sinatra "live" concert in Medford.

The libraries celebrated Teen Read Week, October 12-18, with special teen activities such as chess club and board games, a Zentangle craft session, Day of the Dead mask-making, Wii games, and a teen writer's group activity.

The second of five presentations about dementia in the *Caring Through the Last Stages: an End of Life Forum Series* was held October 16 at the Rogue River Library. These presentations are the result of a partnership between the library and Providence Home Services.

The second in a three-part *History of the Roman Emperors* series, with Ean Roby, was held on October 15 and featured *From Marcus Aurelius to "Barracks Emperors."* These presentations are sponsored by the Friends of the Medford Library.

Ashland's new "Toddlerobics" program has proven as popular at that location as the one which originated in Medford. Their weekly program draws 18-25 children and their caregivers.

The popular *Bugs-R-Us* programs presented throughout system during October entertained and educated participants about bats, spiders, and scorpions.

Introductory workshops on Library2Go downloadable eBooks were offered in Medford and Eagle Point. *Need to Know: Digital Book Downloads* offered hands-on demonstrations to show how to use the library to get the most out of an eReader device.

Many other programs, book groups, history talks, adult computer classes, Ted Talks, storytimes, teen and children's activities, and book sales, were held in October. A calendar of events can be found on the jcls.org Website at <http://jcls.org/events/>.



DRAFT November 3, 2014  
Board Governance Policy

The voters authorized the creation of the library district to serve Jackson County in an election held in Jackson County on May 20, 2014. This organization will be called the “Jackson County Library District,” hereafter referred to as “District.” It will 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.

Policies of the District will not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy will not in itself render any District action invalid, void or voidable, nor will such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or avoids hardship as the Board may determine.

**I. Membership**

**A. Composition**

1. The Directors of the District are a Board of five members elected by the electors of the District. (ORS 357.226-357.236).

2. Any elector residing within the District is qualified to serve as a Board member (ORS 357.231). Current District employees or officers may not serve as Board members.

3. Board members are elected at large.

## B. Term of office

1. Board members shall serve four-year terms or until election and qualification of a successor (ORS 357.231).

2. Terms shall be staggered so that not all Board members start four-year terms at the same time.

3. For the inaugural board only, the two members having received the most votes will serve three-year terms and the other three members will serve one year terms. (ORS 357.231)

## C. Vacancies

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

## D. Conflict of interest

1. No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District. (ORS 357.460(1)).

2. In the event of a potential conflict of interest, a Board member shall declare such conflict but may participate in discussions and vote (discuss). If any Board member has had any ex parte contact in a quasi-judicial matter, the member shall declare such contact prior to discussing the matter.

#### E. Compensation

Board members may be reimbursed for actual and reasonable (discuss) expenses incurred in the performance of their duties. ORS 357.460(2).

#### F. Interaction Agreement

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The Board shall listen carefully to one another and strive to hear the best elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

#### G. Education

Board members should be aware of the requirements of the Oregon Government Ethics laws, Oregon Open Meetings Law, and all other laws and policies pertaining to the District and ethical standards expected of members. Members are encouraged to attend conferences and other training relevant to District business. District budget should include adequate resources for Board development.

## H. Board Candidates

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

## I. Orientation of new Board members

The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal and ethical responsibilities before s/he takes office.

## II. Officers

### A. Officers and duties.

1. The officers of the Board shall be a President, Vice-President, and Secretary.
2. The President shall preside over meetings of the Board.
3. The President shall ensure that Board practices conform to Board policies and Oregon Revised Statutes. The President's role as presiding officer of the Board does not affect the president's right to vote. The President shall sign official district documents on behalf of the Board when authorized by the Board.
4. The Vice-President shall have the powers and duties of the President in his/her absence.
5. In the absence of the President and Vice-President, the remaining three members shall elect a temporary Presiding Officer.
6. The Library Director or his/her designee shall serve as Secretary of the District. The Director may delegate any of the

Secretary's duties to staff. The Secretary shall perform those duties prescribed by this policy, the Oregon Revised Statutes, and the parliamentary authority. The Secretary is an ex-officio, non-voting member of the Board. (ORS 357.226.)

#### B. Nominations and elections

1. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.

2. The candidate receiving a majority of votes cast shall be elected.

#### 3. Term of office

The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election. Neither the president nor the vice president shall serve more than two consecutive years in those offices.

#### B. Vacancies

A vacancy in the President or Vice-President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting or as soon thereafter as possible.

### **III. Responsibilities**

#### A. The Board shall:

1. Formulate District policies.

2. Take action as necessary for operation of the District by use of ordinances, resolutions, and motions.

NOTE: Since the libraries are currently operated by LSSI as a third party contractor, appointment and supervision of the Library Director, which otherwise would be a responsibility of the District Board, will be done in concert with LSSI. Similarly, pay scales and fringe benefits for District employees that would ordinarily be set by the District Board are controlled by LSSI, although the District Board may exert what influence it can to bring these within library standards. (Discuss)

3. Appoint the Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure.

4. Supervise the Library Director and oversee District operations.

5. Employ all necessary agents and assistants.

6. Arrange for legal representation and consultation. Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the President and Library Director. Individual Board members shall refrain from communicating with legal counsel without the consent of the President or explicit Board direction.

7. Arrange for deposit and distribution of tax funds, grant monies, and donations. (ORS 357.276)

8. Oversee budget

a. Establish a Budget Committee. (ORS 294.336)

b. Appoint a Budget officer who shall prepare or supervise the preparation of the budget document under the direction of the Board. (ORS 294.331)

c. Approve the annual budget and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors). (ORS 357.261(3))

d. Oversee District finances.

9. Refer tax measures to the voters. (ORS 357.261(9)).

10. Develop long-range strategic plans for the District.

11. Approve all contracts.

12. Approve employee salary schedules and benefits.

13. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.

14. Take other such action as consistent with Oregon law including ORS 357.261, as the Board deems appropriate.

15. The majority (three members) of the full Board is necessary to adopt a motion, resolution, ordinance, or to take any other action.

C. Responsibilities of and limitations on individual Board members

1. Board members will strive to attend all meetings and will come prepared to participate in discussion of topics on the

agenda. If unable to fulfill commitments, a member should notify President or appropriate committee member.

2. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board. Members acting without authority delegated by the Board may be exposed personal and District liability. These restrictions include unauthorized involvement in personnel matters.

3. Delegation of authority from the Board to one or more designated members shall be in writing and shall include:

- i. Clear specification of the work;
- ii. Criteria for successful completion

4. A Board member shall realize that s/he is acting as a *defacto* spokesperson for the Board through words and actions (discuss in view of what attorney said about any of us talking with the media and others). When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.

5. Board members have no individual authority to direct staff or activities without delegation of that authority from the board. Generally the board is the policy making body while staff implements policy and administers the district.

6. The Board, by majority vote of the full Board, may suspend all or a portion of these policies and procedures, provided that such suspension is consistent with Oregon law.



### C. Discipline

If necessary, the Board may discipline a Board member who does not follow its adopted rules and policies. (Discuss. How? Is this specified somewhere? Do we need to research?)

## IV. Meetings

### A. Public meeting law

All Board meetings and work sessions shall be conducted in accordance with the Oregon Public Meetings Law. (ORS

1. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
2. Every regular meeting and will include opportunity for public comment. Public comment and public hearing testimony will follow these guidelines:
  - i. Every person desiring to speak will first address the presiding officer and, upon recognition, will give his or her name and address. When giving testimony during a public hearing, individuals will confine their comments to the issue under consideration.
  - ii. The regular Board meeting agenda will provide an opportunity for public comments on non-agenda items. This portion of the meeting will be restricted to no more than twenty minutes, unless extended by the presiding officer.
  - iii. Speaker's comments will be limited to three (3) minutes. This time limit may be extended for each speaker or each subject, at the discretion of the presiding officer.

- iv. Speakers should not repeat their own or other's prior statements.
- v. Each comment should provide new information not previously considered by the Board, to that individual's knowledge.
- vi. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
- vii. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a courteous manner to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
- viii. At the discretion of the Board President, members of the public may be required to sign-up to comment or testify, prior to the beginning of the meeting. Such sign-up may be required when controversial issues will be discussed, or when many individual speakers are anticipated.

#### B. Regular meetings

Regular meetings of the Board shall be held monthly on a regularly scheduled day of the month. The day and time shall be set by resolution

annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

#### C. Study sessions

Study sessions of the Board may be called by the President or by three Board members.

1. Subjects discussed at a study session shall be limited to the agenda items for the work session.

2. Final decisions shall not be made at a study session.

3. A study session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

#### D. Special meetings

Special meetings may be held 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 Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

#### E. Emergency meetings

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances

that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

#### F. Executive sessions

1. Shall be held in accordance with Oregon Public Meetings Law. .
2. The applicable statute allowing an executive session must be referenced prior to the meeting.
3. The Board shall not make any final decisions during executive session.
4. Board members, staff, media representatives, 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.

#### G. Location

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. (I don't think this belongs here; more procedural & could be too limiting & subject to change.)

#### H. Quorum

A majority of the Board (3 members) shall constitute a quorum.

#### I. Agenda

The agenda shall be set by the Board President in consultation with Board members and the Library Director. Meetings should generally be limited to published agenda topics, and although by agreement of a majority of Board members, additional topics may be added to the agenda, action on newly added topics may not be possible due to notice requirements of Public Meetings Law. Agenda items should focus on mission, policy issues, and legally required actions.

#### J. Notice

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches and on the District Board or library website. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

## K. Accessibility

1. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

2. The District shall provide, upon request, interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

## L. Minutes

Minutes must be kept of all Board meetings and meetings of Board-appointed committees of three or more members. (Discuss if minutes are required where committees do not have quorum of Board members, seems to be not required.) Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member by name, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately. Minutes will be published after Board approval.

## M. Planning session

The Board will undertake an annual planning session.

## N. Virtual participation

Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for

public access shall be provided when meetings are conducted by electronic means.

## V. Committees

### A. Budget Committee (ORS 294.414)

The Budget Committee shall be a standing committee of the Board.

1. The committee shall consist of the five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.

2. Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.

3. Appointed members may not receive any compensation for their service on the committee.

4. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.

### B. Special committees

1. Special committees may be appointed at the discretion of the Board or President as necessary to assist the Board in accomplishing its purposes.

2. Special committee members need not be members of the Board. A Board member may be appointed to serve as a liaison to a committee that has no Board members.

## **VI. Parliamentary Authority**

The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.

## **VII. Amendments**

A. Board Governance Policy may be amended by resolution at any regular or special meeting provided that at least five days' notice is given.

1. Adoption, amendment or repeal of the Board's established policies will be accomplished by a majority vote of the Board acting upon a motion put before the Board.

2. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by at least four of the Board members, a guideline or policy can be suspended, added to, or deleted from in the course of a single meeting. An emergency will be defined as an unforeseen circumstance or circumstances requiring immediate action so as to prevent diminishing of the public good.