

# **BYLAWS OF THE COQUILLE PUBLIC LIBRARY BOARD**

Revised February 2021

Approved by the Coquille City Council on 07/06/2021, 2021

## **Article 1. NAME AND PURPOSE**

The name of the Board is the Coquille Public Library Board (the "Board") The Board shall assume and perform the functions delegated to it under Coquille City Ordinance 2:08.030 - Powers and duties of Board.

## **Article II. MEMBERSHIP**

Section 1. The Board shall consist of five members; three shall be residents of the City of Coquille, and two may reside outside the Coquille city limits but reside in the Coquille School District. The Mayor, subject to approval of the City Council, shall appoint Board Members to a three-year term; three to run on one schedule and the other two to be appointed on off years.

Section 2. Should a vacancy occur for any reason other than expiration of a term, the Mayor, subject to City Council approval, shall appoint a new Board Member for the duration of the un-expired term.

Section 3. No person may serve for more than two full consecutive terms, notwithstanding prior appointment to an un-expired term. After a one year interval, a Board Member who has served two terms may be re-appointed.

Section 4. A Board Member who misses three consecutive meetings without reasonable explanation will be asked to resign or be dismissed by the appointing authority. The vacancy shall be advertised and the new candidate referred to the Mayor for appointment to fill the remaining term.

## **Article III. OFFICERS**

Section 1. A Chair shall be selected on or before August 1 of each year.

Section 2. The Chair shall serve a term of one year beginning at the meeting at which he/she is selected. The Chair may be re-selected.

Section 3. The Chair shall preside at all board meetings, appoint all committee members, and generally perform all duties associated with that office.

Section 4. In the absence of the Chair from the board meeting, the Members shall select a temporary Chair for the meeting.

Section 5. The Library Director, or authorized designee or Board Member shall serve as Secretary to the Board and shall keep accurate records of its action.

#### **Article IV. MEETINGS**

Section 1. The Board shall meet monthly and every meeting should be publicized in advance in local papers, or posted on the city web page and posted on the City of Coquille bulletin boards both electronic & stationary. The meetings shall be open to the public. The date, hour and location shall be set by the Board.

Section 2. Special meetings may be called by the Library Director or Chair or at the request of two Board Members, provided that notice is given to all Members, and the public at least 24 hours in advance of the special meeting.

Section 3. A quorum for the transaction of business shall consist of three Members of the Board. The three Members would be required to cast a unanimous vote to pass a motion.

Section 4. Proceedings of all meetings shall be governed by Robert's Rules of Order and in compliance with Oregon Public Meeting laws.

#### **Article V. COMMITTEES**

Section 1. The Chair 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 shall be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report at each board meeting.

Section 3. No committee shall have more than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### **Article VI. LIBRARY DIRECTOR AND STAFF**

Section 1. The Library Director, hired by the City Manager, shall be the executive and administrative officer of the Library, and shall represent the Library at City Council meetings. The Library Director shall carry out policies adopted by the Library Board and approved by the City Council and the City Manager. The Library Director shall be held responsible for employment and direction of the staff, for the care and maintenance of library equipment, for the quality of the library's service to the public, and for the

operation of the library under the financial conditions set forth in the annual budget. The Library Director should attend all Library Board meetings.

**Article VII. LIBRARY BOARD DUTIES**

**Section 1.** The Board shall:

1. Consult with and advise the Library Director and City Manager on all matters affecting operation and policies of the city library.
2. Accept gifts of books and other suitable material for the public library.
3. Accept gifts, devises or bequests of money or property to the Library Trust & Reitman Fund.
4. Approve all expenditures and disbursements from the Library Trust & Reitman Funds.
5. Make recommendations to the City Council with respect to services, facilities, employment of staff and all matters pertaining to the maintenance and improvement of the Library.

**Article VIII. AMENDMENTS**

The Bylaws may be amended at any meeting of the Board with a quorum present, by unanimous vote of the Board Members present, provided the amendment was stated in the call for a meeting 30 days prior to the meeting.

Adopted by the Coquille Library Board on this 15<sup>th</sup> day of July, 2021 and referred for approval to Coquille City Council.

Kathryn J. Simonetti (signature)  
Board Chair  
Coquille Public Library Board

**CITY OF COQUILLE  
CITY COUNCIL AGENDA ACTION SHEET**

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**Date:** July 6, 2021

**Agenda Number:** 9

**Agenda Title:** REVIEW AND APPROVE THE BYLAWS OF THE  
COQUILLE PUBLIC LIBRARY BOARD.

**Presented By:** Chief Scott Sanders, Pro Tem City Manager

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**Explanation:** The Coquille Public Library Board requests to have the  
Coquille City Council approve the bylaws.

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**Fiscal Impact:** N/A – Currently Budgeted Item

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**Staff Recommendation:** N/A

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**Council Action:**

Passed

Tabled

Failed

Cooper 1st Mayor 2nd  
all in favor