



Library Board Meeting Agenda  
October 08, 2020  
6:30 PM

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**Chairperson:** Cassandra Barney  
**Board Members:** Jayne Detering, Violet Stone, and Anita McClure  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *The Harrisburg Municipal Center is disinfected prior to the meeting and is set up to strictly observe 6' of separation between attendees. Masks are required at this location.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

**CALL TO ORDER AND ROLL CALL**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**APPROVAL OF MINUTES**

**MOTION TO APPROVE THE MINUTES FROM JUNE 11, 2020.**

**OLD BUSINESS**

**2. THE MATTER OF... REVIEWING A LIBRARY PROGRAM PROPOSAL**

**STAFF REPORT:**

Exhibit A: Harrisburg Library Program Proposal – Caregiver's  
Support Group

**ACTION: TBD.**

**NEW BUSINESS**

**3. THE MATTER OF SUBMITTING AN APPLICATION FOR THE OREGON DIGITAL  
LIBRARY CONSORTIUM**

**STAFF REPORT:**

Exhibit A: ODLC Membership Information

Exhibit B: Bylaws for ODLC

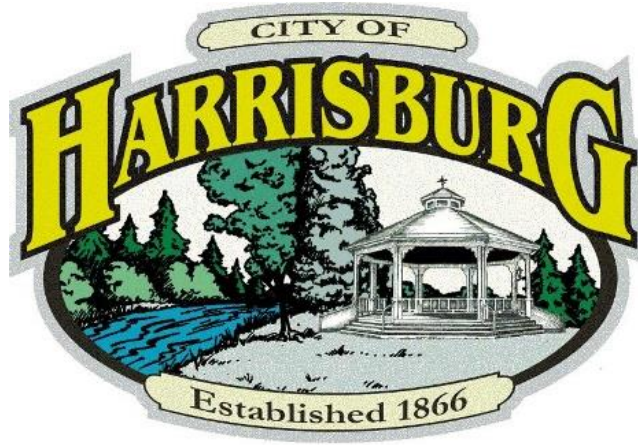
**ACTION: FOR DISCUSSION-NO MOTION NECESSARY**

**4. THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

**STAFF REPORT: NONE**

**ACTION: TBD**

**ADJOURN**



## Library Board Meeting Minutes June 11, 2020

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**Chairperson:** Cassandra Barney, Presiding

**Board Members Present:** Jayne Detering, Violet Stone (via Conference Call), Anita McClure and James Blake

**Staff Members Present:** City Recorder/Asst. City Administrator Michele Eldridge, Library Supervisor Lori Ross, Librarians Cheryl Spangler & Mandy Pelkey

**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 6:32pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** No citizens were present.

### **APPROVAL OF MINUTES**

- Detering motioned to approve the minutes for January 9, 2020 and was seconded by Barney. The Library Board then voted unanimously to approve the minutes of January 9, 2020.

### **THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

- Barney motioned to recommend to the City Council that they appoint Anita McClure and James Blake to new Four-year Terms that run from 7/1/2020 to 6/30/24. She was seconded by Stone. The Library Board then voted unanimously to recommend to the City Council that they appoint Anita McClure and James Blake to new terms that start on July 1, 2020, and end on June 30, 2024.

### **THE MATTER OF RE-OPENING THE LIBRARY**

**Staff Report:** Staff members Michele Eldridge, and Lori Ross reviewed the information in the staff report.

Librarian Cheryl Spangler asked if the computers would be removed from the Patron desks and was told that we would likely remove keyboards, and/or put something across the face of the computer screen. Barney asked if there should be a timeframe that patrons are limited to if they are inside the Library for a long period of time, when people are waiting to get in, due to the six-person

limitation. Eldridge suggested that they leave it up to the Librarians to decide. Blake asked if there would be a time limit on the computer usage as well. The Librarians would decide on that, dependent upon how many people want to use them. The Board and Librarians decided that they would prefer that people use the computers for research, or job searches, which would take priority over a kid who was planning on gaming.

Eldridge asked if they wanted to require face masks or wanted them to be optional. The Library Board decided that they would prefer that they be optional for the time being. Stone had missed some of the conversation on computer services, and suggested that patrons call the Library ahead of time to make an appointment to use the computers, and that the Librarians could allow usage depending upon why they wanted to use them. The Library Board approved of that method.

### **THE MATTER OF REVIEWING LIBRARY PROGRAMS**

Cheryl Spangler and Mandy Pelkey showed the Library Board the fun stuff that they were providing for the Summer reading program. 'Imagine your Story' was the theme, and participants would get a bag, a free book, a water bottle, pencil and gel pens, and a miniature notebook, plus an iron-on with the theme on it. Spangler told the board that the kids would still get the gift cards, but after the first 2, they would be entered into drawings. It was agreed that only the Summer Reading Program could be offered once the Library re-opened to patrons.

Board member Anita McClure wanted the Library Board to consider her suggestion for a Care-givers support group. There wouldn't be a cost to start, however, the Library Board and City had made a decision that any group needs to be using Library materials as part of the program. McClure had asked Spangler to assist her in finding some materials that they could use. Barney wanted them to look also at the resources they had in stock before buying new ones. She would like the exact amounts to be provided.

Barney would like to have this program going soon, and asked for a date, time, and place for the group to meet, and determined that McClure would be running the group to start. (She had gone through the training already to be allowed to run a group.) McClure wouldn't have refreshments being offered, and if the pandemic allows her to, she would like to start in July. They would likely meet for one hour a week to start.

Barney asked if Eldridge could please send the information for the Caregivers Support Group to be provided to all the Board members, so they could consider more details at the next meeting. Eldridge asked if the Board could also please approve the worksheet, which could then be utilized by everyone.

- Barney then **motioned to approve the concept of the Caregivers Support Group and was seconded by Stone. The Library Board then voted unanimously to approve the concept of the Caregivers Support Group, based upon more program details to be provided.**
- Barney then **motioned to approve the Harrisburg Public Library Program Proposal Worksheet as presented, which was seconded by Blake. The Library Board then voted unanimously to approve the Harrisburg Public Library Program Proposal worksheet for people to use when presenting ideas to the Library Board.**

**Board member Violet Stone then left the meeting at the hour of 7:30pm.**

**OTHERS:** Spangler thought it would be useful to have something like a newsletter that the Library could send out to Library users. She said that she would work on an email distribution list that they could start sending a newsletter to, and that she and Pelkey would work out what kind of a newsletter they could be sending.

**ADJOURN:** The Library Board meeting was adjourned at the hour of 7:32pm.

# Agenda Bill

## **Harrisburg Library Board**

### Harrisburg, Oregon

#### **THE MATTER OF... REVIEWING A LIBRARY PROGRAM PROPOSAL**

##### **STAFF REPORT:**

Exhibit A: Harrisburg Library Program Proposal – Caregiver’s  
Support Group

**ACTION:            TBD.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – October 8, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
Unknown	n/a	Library Programs

##### **STAFF RECOMMENDATION:**

**Staff recommends discussion in relation to the Library Program Proposal – Caregivers’ Support Group**

##### **BACKGROUND INFORMATION:**

At the meeting in June, the Board discussed the possibilities of a Caregivers Support Group. While Library Programs the way they were originally planned are still not possible, the board can certainly finalize the plans for this new program, so that it can start ASAP, dependent upon when things return to normal.

The proposal (**Exhibit A**) should be familiar to everyone, as it was sent out following the June meeting. The Board did vote to approve the concept of the Caregivers Support Group, but more details were needed to finalize the program. Board Member Anita McClure was asked to return with the following information:

1. Proposed date and time: In the minutes, Anita suggested that they meet once a week. If so, which day of the week, and which time would they like for the program?
2. Proposed Materials: There is a requirement that Library Resources and Materials should be utilized for programs. Chairperson Barney had asked that they consider resources that are in stock, before buying new ones. If new resources are needed, she had also wanted the exact amounts (number and costs) to be shared. Initially, Librarian Spangler had been assisting her, and Chairperson Barney may have been helping. Do they have any suggestions?
3. Proposed Location for Program: Has Anita decided if she would like to use the Municipal Center for the program?

If these questions are resolved, the board can motion to approve the Caregivers Support Group based on the discussion during the meeting. Otherwise, they can table this program discussion to a future meeting.

REVIEW AND APPROVAL:

\_\_\_\_\_  
Michele Eldridge                      Date  
Assistant City Administrator/City Recorder

# Harrisburg Public Library Program Proposal

The Harrisburg Library Board appreciates all suggestions for programs that benefit our citizens and Library patrons. As such, if you have an idea for a program we can offer, please provide us with the requested information in this worksheet. The Library Board will consider your request at the next regularly held meeting.

The use of the Library itself can only be during regular Library hours. The Municipal Center can be utilized, and volunteers are allowed to run the programs in the center, as long as the required background checks are completed a minimum of two weeks ahead of any proposed program start. City volunteer program training can be provided as late as the day before the program starts.

Programs must benefit the community of Harrisburg, and especially patrons of the Library. The programs must be held in town. Any Library programs are not allowed to use city resources without the express approval of the Librarians, Library Supervisor, and City Administrative Staff. Any programs are subject to review by Administrative Staff, shall not cause any danger to any participants, and cannot use items prohibited by the City, or that aren't allowed inside city facilities. (Such as alcohol appreciation classes, or dog obedience classes, to name just a couple.) Any software purchases must be approved by the City's IT Department, prior to the purchase.

1. What type of program is this? Please explain what kind of service this will provide to Library and Community Patrons.

Example: I want to provide a class to help people determine whether or not websites are safe, how to tell which websites they should avoid, and how to research an issue to determine if something is true news or fake news.

*Caregiver support group. There are many people struggling to care for a spouse, sibling, etc. We all need to know that we are not alone. We can help each other in many ways - the emotional support is paramount.*

2. Use of Library Resources means that your proposal should be using some form of media that can be used in the Library. Please find books, workbooks, software, audio books, DVD's, or something that can be checked out of the Library, or that you will give to people who use the program; or ideally both. Please research and list the type of Library resources you will need to run the program with. (Specific book, series of workbooks, audio book, etc.) Feel free to ask your friendly Librarian for help in research!

Example: I will buy 2 books for Library patrons to check out, entitled "Hey, does the Internet ever tell the Truth?" by author "Ima Good Writer", along with the purchase of ten workbooks from the author's website, [www.imagoodwriter.com](http://www.imagoodwriter.com), to handout to patrons taking the class.

*I have reference materials that were provided by Cheryl Spangler. I will also have mental health experts speaking at our meetings.*

3. Ideally, this program should run during Library Hours. Please list a day of the week, and timeframe that you think the program would be popular in. If the program is proposed to run after hours, then specific use is by volunteers, who must pass a background check, and go



through training before starting the class. (The program would also need to be held in a location other than the Library.)

Example: My class will be held on Thursday afternoons at 7:00pm and will use the 4 computers that are in the Library, from the hours of 7:00pm to 8:00pm. The class can hold more than 4 people, if patrons bring their own laptops or pads.

*I am unsure of the date and time, at this point due to the pandemic changing our schedules, I expect the group to meet for one hour.*

4. Who will run this program? Will you use volunteers, or will this program be running in the library during regular hours? If you are proposing the use of Library staff, please be prepared to also provide volunteers to help run and staff the program.

Example: I will teach this class, and plan on developing a curriculum using the workbook that we purchase. The Librarians working can assist people who need it if my hands are too full. I won't allow more than 7 people to take the class.

*I will run the program -- no volunteers needed.*

5. Will you need additional supplies? If so, please list any kind of equipment or supplies that you think you might need. If you are suggesting items the Library doesn't already have, please tell us where we can find them, such as a website, or store. (Please keep in mind that if the program is running during open hours, that other patrons must be able to use the facility, and ADA standards must be kept at all times.)

Example: Lectern to put my laptop on, and a small table to put the three people who will bring their own laptop or pads....one or two could simply sit in the chairs in the Library. I propose that we buy sturdy wooden TV trays, which are easy to store, and can be used with the chairs. Target or Amazon typically has them on sale for \$30 each. (They will be usable by the Library after this program ends.) Patrons are still able to check out books; I chose the time of the day so the computers could still be available from 5 to 7.

*I do not foresee any monetary needs - unless the participants would like refreshments - Can I get back to you on this?*

6. Please provide us with the total cost of your proposed program:

Example: Lectern: \$0; Sturdy Wood TV Trays, 3 @ \$35 ea.; Books, 2 @ \$29 ea.; 8 workbooks @ \$15 ea., with \$7 shipping. Total program cost: \$290.

*Not known at this time.*

7. Do you feel that there should be a charge for people to take this class, to help cover expenses? If so, how much do you feel is fair? Expensive materials or materials that can't be used by the

*No charge - Please!*



Library at the end of your proposed program will often be a candidate for a charge to participants. The Library Board reserves the right to decide if a program should cost participants money. Administrative staff will make a recommendation as to the amount of any shared cost.

Example: My program is low priced, and fun for participants, and should be useful for senior citizens or anyone who doesn't regularly use a computer. I don't think that there should be a charge for taking the class.

*I do not believe there should be a charge.*

8. How long do you propose this program to run, and when do you feel you'd be able to start the program?

Example: We could start the program in 3 weeks, after we receive the workbooks, and get people interested in attending. The workbooks have 10 chapters, so the class will run for ten weeks, with the class being held once every week.

*One hour weekly - Starting July*

9. What is the proposed name of the program?

Example: The Good, the Bad, and the Ugly – Learning the truth about whether everything you hear on the Internet is true!

*Caregivers Support Group*

Please remember that if you plan on having friends or family who will assist you with this class on a regular basis, that they will also need to have a background check, and go through training.

Please provide us with your contact information, so that we can get in touch with you if there are any questions, or if we need to set you up for training.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Please note:** The Harrisburg Municipal Center is available for City use, as well as use as a rental by citizens. If you are using the center, please be prepared to have an alternate location in mind, if your program clashes with City facility use. Please be aware that the Municipal Center is never available on Tuesday nights, and some Mondays as well. In addition, any use of the center needs to be sensitive to the use of the building as a public facility, and shouldn't damage any part of the facility, its furniture, or any of its contents. The rolling chairs, TV's and sound systems are solely for the use of city meetings, or governmental agencies, and are not available for program use without the presence of a City employee trained in that use, and present during the entire program.

# Agenda Bill

## Harrisburg Library Board

### Harrisburg, Oregon

#### THE MATTER OF... SUBMITTING AN APPLICATION FOR THE OREGON DIGITAL LIBRARY CONSORTIUM

#### STAFF REPORT:

Exhibit A: ODLC Membership Information

Exhibit B: Bylaws for ODLC

**ACTION: FOR DISCUSSION-NO MOTION NECESSARY**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda -October 8, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$5,500	FY 2021/2022	Library Fund/ General/ Donations

#### STAFF RECOMMENDATION:

**Staff recommends a discussion in relation to the application process to become a member of the Oregon Digital Library Consortium effective fiscal year 2021/2022.**

#### BACKGROUND INFORMATION:

Oregon Digital Library Consortium (ODLC) is a group of public and tribal libraries that joined together to purchase access to downloadable materials for eligible library members. All downloadable items purchased by ODLC are available to patrons of any participating Library.

It has been a goal for the Librarians to be able to offer a digital Library to those patrons who are not able to visit our library on a regular basis. By joining the ODLC, it is an affordable way to achieve that goal at a reasonable cost. The ODLC has provided information (**Exhibit A**) on the cost and conditions of becoming a member:

- **Cost:** The estimated cost is an annual fee of \$3,931.09. The amount is expected to be marginally higher by FY 2021/2022 but should not be terribly far off the mark.
- **OverDrive's** one-time set up fee: This fee is determined by OverDrive. It could range anywhere from zero to \$1,500.00. This amount is not included in the above cost.
- **SIP License:** There is no charge for an additional license through Evergreen. Jeremy, with the Linn County Consortium, will assist with the process. There are

other Library's in the Consortium that are members of the ODLC so it should be a simple process for Jeremy.

- **Conditions of Membership:**

- The Library must abide to the Bylaws (**Exhibit B**) of ODLC and submit an agreement signed by the City Administrator.
- The Library must sign an agreement with OverDrive.
- The Library must provide proof that they are a Public Library.

The application deadline is February 1, 2021. The Consortium votes in April and if accepted, the Library will be given an agreement to sign with current cost for the 2021/2022 fiscal year. The Library will be invoiced after July 1, 2021. No cost will come out of the 2020/2021 budget.

What does this mean for the 2021/2022 budget? Between now and next spring, the Library will evaluate the budget and determine how funds will be allocated.

- We have discussed requesting some funding from the City.
- Submitting a proposal to the Library Guild for a one time or a continual donation.
- Library staff has decided not to renew our subscription for the genealogy program. The license will expire on June 30, 2021. This will be a savings of \$1,400.00.

REVIEW AND APPROVAL:

John Hitt	Date
City Administrator	

# INFORMATION FOR HARRISBURG PUBLIC LIBRARY:

## Procedure for Admitting New Members to the Oregon Digital Library Consortium (ODLC)

***What is the Oregon Digital Library Consortium? ODLC is a group of public and tribal libraries that join together to purchase access to downloadable material (e-books and e-audiobooks). ODLC has an annually elected Executive Committee and a Governing Board with representatives selected by each participating library (small libraries and consortiums are each represented by a single member). Through fiscal year 2022/2023, the online platform contracted with to provide an online platform for downloadable material to ODLC is OverDrive. OverDrive is also the fiscal agent for ODLC. Not all eligible libraries are members of ODLC, but all of our members must be officially recognized as a public or tribal library by the Oregon State Library. All downloadable items purchased by ODLC are available to the patrons of any participating library.***

According to the current by-laws, the Governing Board must approve all new member libraries at least 90 days prior to the new contract year. This means that new members must request membership by February 1<sup>st</sup>, in order to give the Board time to take a ratification vote at the Spring Governing Board Meeting. After the Governing Board ratifies membership, new members will need to sign a contract with OverDrive. OverDrive invoices members in early July each year, and OverDrive service for new members would begin July 1<sup>st</sup>. OverDrive reserves the right to approve new members to the consortium.<sup>1</sup>

### Costs

#### 1. How platform and content fees are calculated for member libraries

This amount is based on the size of the library member's service population combined with projected content use. While this number is an estimate the first year, it will change based on actual usage after the initial year and as content use by each ODLC member is periodically reassessed. Estimates for prospective members is generally based on the contribution from a similarly-sized library.

#### 2. OverDrive's one-time set up fee This is determined by OverDrive. In the past that has been in the neighborhood of \$1,500, but it has been \$0 as of 2019. This could change if OverDrive ever decided to reinstate the fee.

#### 3. SIP license

This is the preferred method to authenticate users. Some ILS (Integrated Library System - examples include SirsiDynix and Polaris systems) vendors will not charge extra for an additional license and some will. This can

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<sup>1</sup>

cost anywhere from \$1,500 – \$5,000. If this is cost-prohibitive, there are other options such as EZproxy or OverDrive’s Library Card Manager. Check with your ILS vendor for clarification on the SIP license. Learn more about authentication with OverDrive under *Authentication* here:

<https://company.overdrive.com/libraries/public-libraries/faqs/>

#### **4. Annual hosting fee**

ODLC’s total hosting fee is determined by ODLC’s contract with OverDrive, valid from July 1, 2019 to June 30, 2023. It is up to ODLC how to split the hosting fee costs.

#### **5. Annual content contribution**

The ODLC Governing Board determines each member’s content contribution amount by December 1<sup>st</sup> before the next fiscal year. There is no guarantee neither as to what the content contribution will be each year, nor how much the content contribution may increase from year to year. The annual collection fee assessed to each library includes a proportional share of a per title cost of \$1.50 for OCLC MARC records. If desired, these records may be downloaded and added to the individual online catalogs of each member and associate member library.

#### **6. Advantage program membership**

ODLC member libraries may optionally join the Advantage program. There may be a cost associated with this, beyond the cost of Advantage titles. Check with OverDrive for details.

### **Conditions of membership**

1. The member library must agree to abide by the separately attached by-laws. The way a prospective new member library agrees to abide by these by-laws will vary depending on the type of library: a special district should have their governing board pass a resolution, while a city or county library may have an agreement to this effect signed by a city/county manager.
2. The member library must sign an agreement with Overdrive.
3. Any prospective member must be prepared to provide proof that they are a public or tribal library as recognized by the Oregon State Library (OSL). A letter from OSL to this effect is acceptable.

From the OverDrive Digital Library Reserve Consortium Access Agreement: “OverDrive shall have sole discretion to approve any and all new libraries that seek to join Consortium.”

## Application for Membership in the Oregon Digital Library Consortium

Library Name:

Library Mailing Address:

Library Service Population (most recent number from OSL report):

ODLC Primary Contact Name:

ODLC Primary Contact Email Address:

ODLC Primary Contact Phone Number:

ILS used:

Do you share an ILS with other libraries?

If so, with which libraries do you share?

Technical Contact for OverDrive:

Technical Contact Email Address:

Technical Contact Phone Number:

Email address for patrons to send technical questions to:

By signing this application, you are agreeing to the terms as outlined in the procedures including intent to sign the by-laws and contracts as required. This initial application does not obligate you to any fees. Once the actual fees are known you will be sent a copy of the form which appears on the next page in which the actual estimate of fees for July 1, 2019 – June 30, 2020 will be filled in. You will be expected to sign this additional form which obligates you to pay the fees as presented at that time.

Name:

Title:

Signature:

Date:

**In order to join the Oregon Digital Library Consortium, please complete the following steps by February 1 prior to the fiscal year your library/consortium plans to join ODLC:**

- **Please email a brief letter of intent to the ODLC chair along with the following:**
  - **A signed copy of the ODLC bylaws**
  - **A completed ODLC application for membership**
- **The original signed documents should additionally be mailed to:**

Michael Grutchfield

Chair of Oregon Digital Library Consortium

Jackson County Library Services

205 South Central Avenue

Medford, OR 97501

### **ODLC Statement of Fees FY 2020-2021: Harrisburg Public Library**

**Based on service population of: 3,660**

This estimate does not reflect any additional fees assessed by OverDrive or your ILS.

Hosting Fee:	97.90
Content Contribution:	3,833.19
<hr/>	
Total Cost:	\$3,931.09



# Bylaws of the Oregon Digital Library Consortium

Approved November 7, 2005

Revisions approved October 30, 2006; April 4, 2008; March 20, 2009; June 30, 2010; March 2011; January 2013; November 2014; April 2015; April 2017; June 2020

## Article 1. Organization

The name of this organization shall be the Oregon Digital Library Consortium (ODLC).

## Article 2. Charge

- a. The Oregon Digital Library Consortium is charged with negotiating subscriptions to digital content including but not limited to downloadable audiobooks and videos. Negotiations can be either direct with commercial providers or through a third party business agent (hereafter referred to as business agent).
- b. The ODLC recommends subscription contracts to its member libraries and manages those subscriptions.

## Article 3. Membership and Governance

### Section 1. Membership

A member library in ODLC is a single library or a group of libraries involved in a cooperative relationship that contracts for a subscription. There are two (2) levels of membership.

#### a. Full membership

Full membership includes all members from libraries or libraries involved in a cooperative arrangement with a service population of 50,000 or greater, as determined by the Oregon State Library.

#### b. Associate membership

Associate membership includes all members from libraries or libraries involved in a cooperative arrangement with a service population 49,999 or less, as determined by the Oregon State Library.

### Section 2. Governance

- a. The Governing Board shall consist of one representative from each full member library and one representative elected from all associate member libraries. Libraries involved

in a cooperative arrangement separate from the ODLC are entitled to one representative on the Governing Board. The associate member representative will be elected by a majority vote of all associate members in an election to take place before the annual meeting.

- b. The Governing Board shall elect a Chair, Vice-Chair/Chair-Elect and Secretary. Chair and Secretary shall serve one-year terms. The Vice-Chair/Chair-Elect shall serve a two-year term with the second year as Chair. Elections shall be held at the annual meeting.
- c. The Governing Board may appoint an Executive Committee.

### **Section 3. Appointment, Term of Office, and Duties of the Chair**

- a. The duties of the Chair include facilitating meetings, helping set agendas, serving as a liaison between the Governing Board and the subscription vendors or the business agent, and conferring with and keeping committee member libraries informed.
- b. The Chair shall be the previous year's Vice-Chair/Chair-Elect.
- c. A vacancy in the Chair may be filled by an election of the Governing Board for the unexpired portion of the term for the vacant office. Until an election can be held the Vice-Chair/Chair-Elect shall serve as Interim Chair.

### **Section 4. Appointment, Term of Office, and Duties of the Vice-Chair/Chair-Elect**

- a. The duties of the Vice-Chair/Chair-Elect include assisting the Chair as requested, acting in capacity for the Chair when the Chair is unavailable and preparing to serve as Chair the following year. The Vice-Chair/Chair-Elect shall also serve as Secretary if the position of Secretary is vacant or absent.
- b. The Vice-Chair/Chair-Elect shall be elected annually by the Governing Board at the annual meeting. The election may be held electronically. The new Vice-Chair/Chair-Elect shall serve a two-year term, effective July 1. The first year is as Vice-Chair/Chair-Elect and the second as Chair.
- c. A vacancy in the Vice-Chair/Chair-Elect may be filled by an election of the Governing Board for the unexpired portion of the term for the vacant office. Until an election can be held the position of Vice-Chair/Chair-Elect shall remain vacant.

### **Section 5. Appointment, Term of Office, and Duties of the Secretary**

- a. The duties of the Secretary include taking and distributing minutes at any scheduled meetings, handling correspondence, maintaining membership lists for the Governing

Board, standing committees and ad hoc committees membership lists, and maintaining public records as required by law.

- b. The Secretary shall be elected annually by the Governing Board at the annual meeting. The election can be held electronically. The new Secretary shall serve a one-year term, effective July 1st.
- c. A vacancy in the Secretary position may be filled by an election of the Governing Board for the unexpired portion of the term for the vacant office. Until an election can be held the position of Vice-Chair/Chair-Elect shall serve as interim Secretary.
- d. The duties of the Vice-Chair/Chair-Elect include assisting the Chair as requested, acting in capacity for the Chair when the Chair is unavailable and preparing to serve as Chair the following year. The Vice-Chair/Chair-Elect shall also serve as Secretary if the position of Secretary is vacant or absent.
- e. The Vice-Chair/Chair-Elect shall be elected annually by the Governing Board at the annual meeting. The election may be held electronically. The new Vice-Chair/Chair-Elect shall serve a two-year term, effective July 1. The first year is as Vice-Chair/Chair-Elect and the second as Chair.
- f. A vacancy in the Vice-Chair/Chair-Elect may be filled by an election of the Governing Board for the unexpired portion of the term for the vacant office. Until an election can be held the position of Vice-Chair/Chair-Elect shall remain vacant.

#### **Section 6. Appointment, Term of Office, and Duties of the Selection Committee Chair**

- a. The duties of the Selection Committee Chair include overseeing and coordinating the work of selectors purchasing materials for the Oregon Digital Library Consortium. The Selection Committee Chair shall present an annual purchasing plan to the ODLG Governing Board at the annual spring meeting for review and discussion. The Selection Committee Chair is a non-voting member of the Executive Committee.
- b. The Selection Chair shall be elected bi-annually by the Governing Board at the annual spring meeting. The election can be held electronically. The new Selection Committee Chair shall serve a two-year term, effective July 1st.
- c. A vacancy in the Selection Chair position may be filled with an appointment by the Executive Committee to ensure no interruption in ordering. A new Selection Chair will then be elected at the next Governing Board Meeting for the unexpired term.

## **Section 7. Appointment, Term of Office, and Duties of the Executive Committee**

- a. If deemed necessary, the Governing Board shall appoint an Executive Committee.
- b. The Executive Committee shall be composed of the Chair, Vice-Chair/Chair-Elect, Secretary, the Selection Committee Chair and two members at large elected from the member libraries of the Governing Board by a majority vote at the annual meeting. The election may be held electronically.
- c. The term of office shall be one year for the members at large. The other Executive Committee members shall follow the terms of office as defined for officers in the previous sections.
- d. The Executive Committee shall be authorized to carry out the work of the Governing Board as described herein, based on a majority vote of the Executive Committee members. The Executive Committee can appoint and dismiss Ad Hoc Committees, act on recommendations of ad hoc and standing committees, refigure cost allocations based on the established formula(s) and perform other duties as determined by the Governing Board. The Executive Committee cannot amend the by-laws, accept officer resignations, remove an Officer from office or vote to dissolve the consortium.

## **Section 8. Resignation and Removal**

- a. An officer may resign at any time by delivering written notice to the Governing Board. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation and acceptable to the Governing Board.
- b. An officer may be removed from office, with or without cause, by a two-thirds majority vote of the members then serving on the Governing Board.

## **Section 9. Compensation**

No member library of the Governing Board shall receive any compensation or reimbursement for his or her services to the Governing Board.

## **Section 10. Joining the Consortium**

- a. ODLIC membership is open to public and tribal libraries in Oregon, as defined in the Oregon Administrative Rules 543-060-0010: “(1) ‘Public library’ has the meaning given to public library in ORS 357.400(3), and shall be established in accordance with ORS 357.410.... (4) ‘Tribal library’ means a library operated by any of the nine

federally-recognized tribes in Oregon.”

- b. Participation can only begin at the start of a new fiscal year, currently July 1.
- c. Prospective members must submit their application to join ODLC by February 1st of each year. This allows enough time for the Governing Board to vote, for forms to be signed, and for OverDrive to complete its work in time for the July 1st service start date.
- d. Member libraries wishing to participate in vendor add-on programs must have the approval of the Governing Board.

#### **Section 11. Withdrawal from the Consortium**

- a. Any member library can fully withdraw from the Consortium provided notice is given to the Governing Board at least 120 days prior to the new contract year. Upon withdrawing, member library loses all rights and privileges to access the content already subscribed to. Any fees paid to date are nonrefundable.
- b. A member library can request partial withdrawal for a period of one year; defined as paying the annual maintenance but not contributing to the product selection funds, annual subscriptions, etc.
  - 1. This request must be made at least 150 days prior to the new contract year.
  - 2. This request will be considered by the Governing Board, which has 20 days to accept or reject the request and to make adjustments in the subscription allocation for all member libraries or just for the requesting member library as deemed appropriate and necessary.
  - 3. Should the request be denied, the member library will have a choice to pay the subscription allocation in full or withdraw from the Consortium as per Article 3 Section 9a.
  - 4. If approved, the member library has rights to the content subscribed to up to the point of withdrawal. If it is not technically feasible to separate access, the member library retains rights to access all content for the one-year period.
  - 5. Should a member library withdraw or partially withdraw from the Consortium, all other member libraries must state their intent to remain or withdraw within 15 days of notice to the Governing Board in the case of full withdrawal or within 15 days of the Governing Board’s decision in the case of a partial withdrawal. In this circumstance, the 120-day rule for withdrawal is waived for the remaining member libraries. However, a final decision by all the remaining member libraries must be registered with the Governing Board no more than 90 days

prior to contract renewal in order to allow adequate time to prepare and give 60 days' notice for non-renewal of the contract(s) should that be deemed the appropriate course.

#### **Article 4. Meetings and procedures**

##### **Section 1. Frequency**

- a. The Governing Board shall meet a minimum of once each fiscal year, July 1- June 30. An annual meeting shall take place in conjunction with the annual spring gathering of the Oregon Library Association.
- b. Additional meetings can be scheduled by majority vote of either the Executive Committee or the Governing Board.

##### **Section 2. Use of Electronic and Telephonic Means**

- a. If a member library of the Oregon Digital Library Consortium is not able to meet at the specified geographic location, it is acceptable to participate in the meeting by any appropriate electronic medium, provided in ORS 192.6.
- b. Votes by the Governing Board or Executive Committee may be held electronically.

##### **Section 3. Quorum and Manner of Acting**

- a. The presence of more than fifty percent (50%) of current Governing Board members shall be required as a quorum for the conduct of any business.
- b. The presence of more than fifty percent (50%) of current Executive Committee members shall be required as a quorum for the conduct of any business.
- c. An act of more than fifty percent (50%) of the Governing Board members present at a meeting at which a quorum is present shall be the act of the Governing Board.
- d. An act of more than fifty percent (50%) of the Executive Committee members present at a meeting at which a quorum is present shall be the act of the Executive Committee.

##### **Section 4. Minutes**

The Secretary shall be responsible for recording and distributing minutes of all Governing Board and Executive Committee meetings.

## **Section 5. Standing committees**

### **a. Selection**

1. The Selection committee is charged with selecting and purchasing materials on behalf of the Consortium.
2. The Selection Committee Chair and Executive Committee make budget recommendations to the Governing Board in the form of an annual purchasing plan submitted at the annual spring meeting for review and discussion.
3. Selection procedures and policies shall be reviewed annually by the Executive Committee and Selection committee chair. Policy changes will be recommended to the Governing Board.
4. The Selection committee shall be composed of one chairperson, and can also include any interested individual(s) from any ODLC member library who wishes to participate. Committee membership will be reviewed annually.

### **b. Cataloging**

5. The Cataloging committee is charged with the collection and distribution of MARC records (and any other relevant metadata) that accurately represent the collection of the ODLC. The committee collects MARC records and other metadata from vendors of ODLC and OCLC, and distributes the data to any ODLC member libraries that wish to use the records in their local catalog, or for any other purpose related to ODLC.
6. The Cataloging committee shall collect and distribute records and metadata in as timely a manner as possible, given the time constraints imposed by vendors and OCLC.
7. Depending upon the quality and content of the records received from vendors, the Cataloging committee may occasionally make adjustments to the data prior to distribution to ODLC member libraries.
8. The Cataloging committee provides "best practice" recommendations for the use of MARC records and any other metadata by ODLC member libraries. The use of either Cataloging committee data or best practices by ODLC member libraries is purely voluntary. ODLC member libraries are not required to load ODLC records into their local catalogs. Nor are ODLC member libraries required



to follow the related best practices.

9. The Cataloging committee shall be composed of one chairperson, and can also include any interested individual from any ODL member library who wishes to participate.

#### **Section 6. Ad hoc committees**

The Oregon Digital Library Consortium Governing Board and Executive Committee have the authority, by a majority vote of the respective body, to establish and abolish ad hoc committees as deemed necessary and appropriate.

#### **Section 7. Amending bylaws**

- a. The Oregon Digital Library Consortium Governing Board has the authority to review periodically the Oregon Digital Library Consortium bylaws and to make any changes deemed appropriate.
- b. Proposed by-laws changes must be distributed to the Governing Board at least 30 days prior to a scheduled vote on those changes.

#### **Article 5. Procurement Process and Responsibilities**

Member libraries of the Consortium agree to provide access to this subscription service as an alternative to the regular procurement process each individual member library normally follows.

#### **Article 6. Cost Allocation**

- a. Where possible the formula for financial participation shall be based on service area population as determined by the Oregon State Library. The Governing Board, when necessitated by vendor requirements, may approve other formulas.
- b. Member libraries joining after the initial contract period shall pay the annual maintenance and product selection or subscription fees as determined by a refiguring costs as calculated in Article 6 Section a. New member libraries shall pay start up fees as determined by the vendor(s).

#### **Article 7. Dissolution of the Oregon Digital Library Consortium**

- a. Oregon Digital Library Consortium may be dissolved upon a unanimous vote of the Governing Board and can be effective only with the next fiscal year that has not yet begun. Such a vote can only be taken prior to the 60-day cancellation date required by the vendor(s) in order to give all an opportunity to cancel the service at the same time. Should a vendor require more than

60-day notice for cancellation, this dissolution vote must be taken with enough prior notice to meet the vendor’s cancellation deadline.

- b. Upon dissolution all assets of the Consortium shall be divided according to the formula used for cost allocation. Each member library of the Consortium shall be responsible for managing those assets in accordance with any provisions and requirements set by the vendor(s) and/or business agent.

**Article 8. Fiscal agencies for the Oregon Digital Library Consortium (ODLC)**

- a. Invoicing, receivables, and billing are handled by the platform vendor as fiscal agent for ODLC.
- b. The Oregon Library Association (OLA), specifically the Public Library Division (PLD), will act as the fiscal agent, for the purposes of grant documentation and receipt/distribution of Library Services and Technology Act (LSTA) grant funds managed by the State Library of Oregon.
- c. The ODLC Executive Committee will vote to determine the fiscal agency of any other funds received by ODLC.
- d. Any changes to the fiscal agency, as outlined in (a) and (b) above, must be approved by a majority vote of the Governing Board.

**RATIFICATION OF BYLAWS**

As a member library of ODLC I hereby ratify these Bylaws:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date

Agenda Bill

**Harrisburg Library Board**

Harrisburg, Oregon

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT: NONE

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – October 8, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	N/A	N/A

STAFF RECOMMENDATION:


Staff recommends that the Library Board decide how they would like to proceed

BACKGROUND INFORMATION:

James Blake has unfortunately moved out of the area and had to resign from his barely served new four-year term, which expires on June 30, 2024. He will be sorely missed and had hoped to say goodbye to everyone. He wanted me to pass on how much he has appreciated serving with all of you in this position.

The City advertised the position for over a month, along with an alert scrolling over the top of the city website page. We have yet to receive any applications. Staff suggests that we advertise for another month and asks that board members please actively reach out to neighbors and friends to try to find a new member who cares about Library’s as much as all of us do. That would require a meeting in November, even if this is the only item on the agenda.

REVIEW AND APPROVAL:



10.01.20

Michele Eldridge Date

City Recorder/ Assistant City Administrator