



ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, August 12, 2024 at 7:15 PM
Virtually over Zoom (details below)

AGENDA

CALL TO ORDER

VISITORS COMMENTS *Limited to three (3) minutes per speaker.*

APPROVAL OF MINUTES

- [1.](#) Approve minutes of June 10, 2024

OLD BUSINESS

2. Board Vice Chair election
3. Board applicant interview committee assignment

NEW BUSINESS

4. Recommend Member Ohler's term renewal
- [5.](#) Recommend removing 'overdue fees' language from Circulation Policy
- [6.](#) Create a committee to review bylaws
7. Approve closure of account and forgiveness of unpaid fines and fees after 7 years

LIBRARY DIRECTOR'S REPORT

COUNCILOR'S REPORT

OTHER BUSINESS

SUMMARIZE ACTION ITEMS

ADJOURNMENT

VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/84393525988?pwd=ihUb8xUaemq9kuTGwfxbRiSVZrzq6V.1>

Meeting ID: 843 9352 5988 Passcode: 281678

The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired, for a digital device to access a virtual meeting, or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the St. Helens Public Library at 503-397-4544.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, June 10, 2024 at 7:15 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Jana Mann
Member Robert Dunn
Member Ellen Jacobson
Member Colleen Ohler
Member Lynne Pettit
Member Jessica Sturdivant

Members Absent

Vice Chair Aaron Martin
Member Fatima Salas
Member Diana Wiener

Councilors in Attendance

Russell Hubbard

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:17 pm by Chair Mann.

VISITORS COMMENTS *Limited to three (3) minutes per speaker.*

No visitors.

APPROVAL OF MINUTES

1. Minutes from April 12, 2024, were reviewed.

Motion: Upon Member Jacobson's motion and Member Sturdivant's second, the Library Board unanimously approved the minutes dated April 12, 2024. [Yeas: Chair Mann, Vice, Member Dunn, Member Jacobson, Member Ohler, Member Pettit, Member Sturdivant; Nays: none]

OLD BUSINESS

2. LIBRARY BOARD PRESENTATION TO CITY COUNCIL: Director Bishop stated that the report was given by Member Wiener and City Council seemed pleased. The 10-minute presentation contained many of the elements of the semiannual report and the budget committee report as well as updated facts and statistics.

3. BOARD CANDIDATES: Director Bishop stated that we have one active candidate, Mr. Echternach, and we haven't had any other applications since the notice was published on May 18. The board still has an established sub-committee for interviewing candidates, members Martin and Dunn, who agreed to conduct the interview of Mr. Echternach, should he be interested.

4. FAREWELL TO JESSICA: Director Bishop stated that Member Sturdivant's contributions to the many projects were greatly appreciated. The strategic plan would not be what it is without her input. The board members thanked Member Sturdivant for her dedication and hard work. Director Bishop stated

that the City Council traditionally takes time at one of their sessions to recognize departing board members, so Member Sturdivant will be contacted by the City for scheduling. Member Sturdivant stated that she would like there to be a free library of some kind on the front porch of the library building.

NEW BUSINESS

5. BOARD VICE CHAIR ELECTION: Member Jacobson mentioned that Member Salas might be a good candidate as she showed thoughtful leadership working on the mission statement. The group discussed having Vice Chair Martin reach out to Member Salas to see if she's interested in serving as the new Vice Chair.

LIBRARY DIRECTOR'S REPORT

Director Bishop stated that the City has received 58 applications for the Youth Librarian and Makerspace Librarian position. About 22 of the applicants have experience in both these areas. The interview process will hopefully start on June 24. The small business and entrepreneur's corner ribbon cutting was on May 16. It was well attended, and we have had more interest in what we can do to support the local small business community since then. The bylaws have not been updated since 2001. Board Secretary Dieter stated that for the past several years, there have been attempts to update the bylaws, but that would require an update to the Municipal Code first. The Municipal Code was updated last year, so now we are ready to update the Bylaws. Secretary Dieter will put together a report for board members that will highlight how similar libraries are structured and how we might proceed with an update to the bylaws. The City Council adopted the budget for the next fiscal year, which included no changes for the library budget. Thank you to the City Council. The solar panel microgrid performance agreement proposal was submitted to the Oregon Department of Energy. They have accepted it, and we should hear more information about the design and build in September. The library, as part of the extreme weather county task force, led by City Communications Officer Crystal King, was asked to participate in a recent meeting that included local agencies like Columbia County Mental Health (CCMH) and Community Action Team (CAT). Columbia County Emergency Management Director Corey Padron was there, as were other community organizations. Last year the Senior Center was the designated cooling center, but this year that is still a question mark, which means the library may have to fill that role if necessary and that might mean extended hours for staff. King will keep everyone informed through the usual media channels. Thanks to Columbia County Emergency management Director Padron, we are also now registered in the 211 system. This system allows anyone who is trying to get emergency information to find a resource, such as a cooling center, by dialing 211. The Summer Library Challenge starts on Monday June 17. All the events are on the on-line calendar and Beanstack, the website we use to track everything, is updated and ready to go. There are lots of prizes available for every age group. We are still looking for volunteers to assist with our summer programs. Bishop also thanked Member Sturdivant for all the help with brainstorming, answering questions and all of the amazing contributions during her term. She also thanked Chair Mann for her year of leadership. Lastly, the library will be closed July 4, but open the rest of the week.

COUNCILOR'S REPORT

Councilor Hubbard stated that the Council is working on an Request For Proposal (RFP) for a new event coordinator. The agreement for the people starting up the mill again is moving forward, so that is very encouraging. This will put people back to work. And just like you need volunteers, the Citizen's Day in the Park still needs volunteers, and I would like to thank those people who have come forward from the library to volunteer for that.

OTHER BUSINESS

Chair Mann stated that the Dolly Pardon Imagination Library is now statewide. So thank you to public libraries for supporting that program as there was a lot of lifting to get it underway. The next regularly scheduled meeting will be Monday, July 8, 2024, at 7:15 p.m. via Zoom.

SUMMARIZE ACTION ITEMS

Director Bishop stated that Jessica can coordinate with the City Council about attending a session to receive an award. Secretary Dieter will get some information together about the bylaws. Director Bishop will send out the list of volunteer activities for the summer and let Vice Chair Martin know about connecting with Member Salas about taking the Vice Chair role next year.

ADJOURNMENT

Chair Mann adjourned the meeting at 7:52 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

St. Helens Public Library Circulation Policy

How to sign up for a library card with the St. Helens Public Library

To sign up for any library card at the St. Helens Public Library (SHPL) we require proof of identity and proof of address. A valid state driver's license, driver's permit, or identification card with your current address may be used as both proof of identity and proof of address (this includes temporary IDs and IDs with address change stickers). Patrons age 16 or older must be present with their ID to sign up for a library card.

All cards must be renewed by showing proof of identity and address.

1. Proof of Identity includes:
 - a. Any state driver's license or permit
 - b. Any state identification card
 - c. US Passport
 - d. US Military ID (with photo)
 - e. Green card
 - f. Tribal ID (with photo)
 - g. Oregon Concealed Handgun License

2. Proof of address must match the name on your proof of ID. Digital forms of proof of address may be accepted on a case-by-case basis. Proof of address can include:
 - a. Any state driver's license or permit with current residential address
 - b. Any state identification card with current residential address
 - c. Rental agreement
 - d. County tax statement
 - e. Utility bill
 - f. Voter registration card
 - g. Pay stub
 - h. Bank statement
 - i. Insurance statement or card
 - j. Vehicle title or registration card
 - k. First class mail

Card Types

Resident cards:

1. Resident cards offer patrons full borrowing privileges at no cost.
 - a. Checkouts may include:
 - i. Up to 10 DVDs or BluRays total
 - ii. Up to 50 of any other item in the library's collection total
 - iii. No more than 50 items total may be checked out on an account at any time.
 - b. Resident cards have full access to digital services (Library2go, Freegal, Flipster, etc.)
2. Resident status within St. Helens city limits is determined by local tax codes (tax codes 0201, 0202, 0291, and 0294)
3. To sign up for a resident card you will only need proof of identity and proof of address.
4. Residents may also sign up children and teens under 16 for *juvenile resident cards*. These accounts must be made by an adult who will act as the responsible party for the cardholder. Juvenile cards may be made by the responsible party at any time using their own proof of identity and address. Juvenile cards cannot check out Library of Things items or cultural passes, however checkout allowances for juvenile resident cards are otherwise the same as standard resident cards.
5. Both resident cards and juvenile resident cards must be renewed after two years from the date created by showing proof of address and identity.

Non-resident cards:

1. Those who live outside of the city limits of St. Helens as determined by local tax codes (codes 0201, 0202, 0291, and 0294) may sign up for a non-resident card with proof of identity and address.
 - a. Non-resident card fees are \$10 for a quarterly (3 month) card, and \$35 for a yearly (12 month) card. Non-resident fees are assessed per household and multiple cards may be created at no extra cost. The first card created will be considered the "primary" account to which other accounts are attached.
2. Non-resident cards offer the same checkout privileges and limits as resident cards:
 - a. Up to 10 DVDs or BluRays total
 - b. Up to 50 of any other item in the library's collection total
 - c. No more than 50 items total may be checked out on an account at any time.
3. Non-resident cards have full access to digital services (Library2go, Freegal, Flipster, etc.)

4. Non-residents may also sign up children and teens under 16 for *juvenile non-resident cards*. Juvenile cards must be associated with an adult who will act as a responsible party. Juvenile cards may be made by the responsible party at any time. Non-resident juvenile cards cannot check out Library of Things items or cultural passes, however checkout allowances for juvenile cards are otherwise the same as non-resident cards.
5. Non-resident cards must be renewed after their active period ends by providing proof of identity and address, as well as paying the appropriate fee (\$10 for a quarterly card, \$35 for a yearly card).
6. To create additional library cards attached to the primary account, all rules regarding proof of address and identity apply. The primary cardholder must be present to make additional cards, and will be considered the responsible party to all associated cards.

Passport cards:

Standard passport cards:

1. Passport cards are free, reciprocal library cards available through the Oregon Library Passport Program. Only people with an active library card at a participating library (your “home library”) may sign up for a passport card. A list of participating libraries is available at <https://www.olaweb.org/passport-directory>.
 - a. Checkouts may include:
 - i. Up to 10 Items (Books, DVDs, audiobooks, etc.) may be checked out on a passport account at any time.
 - b. Passport cards do not have access to cultural passes, Library of Things items, or some digital services (Library2Go, Freegal, and Flipster).
2. Items must be checked out and returned to their originating library.
3. To sign up for a passport card you will need to provide proof of identity and address, as well as your active “home library” card.
4. Passport cardholders may sign up teens under 16 for *juvenile passport cards*. Juvenile passport cards must be associated with an adult who will act as the responsible party. Juvenile cards may be made by the responsible party at any time. Limits for juvenile passport cards are the same as adult passport cards.
5. Both passport cards and juvenile passport cards must be renewed after one year from when they are created by showing their active home library card and proof of address and identity.

Scappoose passport cards:

1. Scappoose passport cards are free, reciprocal library cards available to cardholders of the Scappoose Public Library through the Oregon Library Passport program. Scappoose passport cards may only be made by active members of the Scappoose Public Library.
 - a. Checkouts may include:
 - i. Up to 10 DVDs or BluRays total
 - ii. Up to 50 of other items in the library's collection total
 - iii. No more than 50 items total may be checked out on an account at any time.
 - b. Scappoose passport cards do not have access to cultural passes, Library of Things items, or some digital services (Library2Go, Freegal, and Flipster).
2. Items must be checked out and returned to their originating library.
3. To sign up for a Scappoose passport card you will need to provide proof of identity and address, as well as your active Scappoose library card.
4. Scappoose passport cardholders may sign up children and teens under 16 for *juvenile Scappoose passport cards*. Juvenile passport cards must be associated with an adult who will act as the responsible party. Juvenile cards may be made by the responsible party at any time. Limits for juvenile passport cards are the same as adult Scappoose passport cards.
5. Both Scappoose passport cards and juvenile Scappoose passport cards must be renewed after one year from when they are created by showing an active Scappoose library card and proof of address and identity.

Business license library cards:

1. Non-residents who have a licensed business in St. Helens may qualify to register for a business license library card. Business licenses must be current in order to qualify for a business license library card. Please contact the library director for more details.
 - a. Checkouts may include:
 - i. Up to 10 DVDs or BluRays total
 - ii. Up to 50 of any other item in the library's collection total
 - iii. No more than 50 items total may be checked out on an account at any time.
2. Business license library cards are active until the end of the calendar year in which they were created, and must be renewed after that point by providing an updated business license.
3. To sign up for a business license library card, you must provide your proof of identity and physical address as well as an original copy of your current business license.
4. Business license library card holders may provide a letter listing the people who will be using the library card.

Library Usage Policies:

Cardholder rights and responsibilities:

1. The cardholder is responsible for returning all items checked out on time and in good condition.
2. The cardholder agrees to pay for any lost or damaged items.
3. Possession of a library card is considered permission to use that library card. Those whose names do not match the information listed on the account may not discuss what items are checked out on the account, discuss fees on the account, or make changes to account information. If you would like to allow these privileges to someone other than the cardholder, they must be made an *authorized user* by presenting their proof of identity while the cardholder is present.
4. Cardholders are expected to notify the library of a lost or stolen card or they will be held liable for any items checked out.
5. Proof of identity (listed on pg. 1, #1) may be used as an alternative to a library card
6. Cardholders must keep personal and contact information (address, phone number, e-mail, name changes etc.) up-to-date on their account.

Checkout periods:

1. The standard check-out period is 21 days for all items in the library's collection except cultural passes.
2. *Cultural passes* generally have a 3-day checkout period except when noted on their case.

Renewing items:

1. Items may be renewed for an additional 21 days up to 3 times.
2. Items cannot be renewed in the following cases:
 - a. If another patron has a hold on an item.
 - b. The item is marked "new."
 - c. The item is from the Library of Things or Cultural Pass collections.
 - d. The account has already reached the 3-renewal limit on the item.
 - e. The account meets any of the conditions listed below in "Checkout restrictions."

Checkout restrictions:

1. Cardholders may not check out any items and their account may be blocked if fines exceed \$10 or are older than 6 months.
2. Cardholders may not check out items if their account is expired until it has been renewed.
3. Lost or damaged items on an account will result in a blocked account until they have been paid for or returned.
4. Additional items may not be checked out if the total checkouts exceeds the total limit for the card type. DVD/BluRay limits will not prevent cardholders from checking out additional, non-DVD/BluRay items within their total item limit.
5. All accounts may be subject to a “relationship block” if any account with the same responsible party meets any of the previous conditions.

Placing holds:

1. Patrons may place as many items on hold as their card allows. Holds may include items currently checked out to another borrower or items currently available in the library.
2. Patrons will be contacted by phone or by e-mail when their holds are available to be picked up.
3. Patrons have up to 7 days to retrieve their hold, with the exception of cultural passes which may be held for 3 days. After that period the item will be taken out of hold status and shelved.

Purchase requests:

1. Patrons may submit a purchase request form for items that are not currently available at the library. The request will be processed based on the library’s criteria (availability, pricing, publication date, etc.) and may be added at that time. If an item is added, the person who submitted the request form will have a first hold on that item. A purchase request is not a guarantee that an item will be added to the library’s collection.

Interlibrary Loans:

1. Patrons may make interlibrary loan (ILL) requests on items that are not currently available in our collection, but are available at nearby libraries. An ILL request is not a guarantee that the item will be made available.
2. Patrons may have up to two ILL items at one time on their account.
3. Due dates for ILL items will be set based on due dates set by the lending library.
4. There is a postage fee of \$3 for all ILL items.
 - a. Items that are determined to be unavailable for ILL will have the \$3 postage fee refunded in full.
5. ILL items may not be renewed and will accrue overdue fines
6. Patrons may lose ILL privileges if items are not returned by their due date or are returned in poor condition.

Fines and Fees

Overdue fines:

- 1. Overdue fines are \$0.15 per day per overdue items.
 - a. Adult DVDs accrue fines of \$0.50 per day per item.
 - b. Cultural passes accrue fines of \$1.50 per day per item.
- 2. All items from the children’s and young adult collections do not accrue overdue fees.
- 3. Overdue fines are capped at \$10 per item or at the replacement cost of the item, whichever is less.

Damaged items:

- 1. Damaged items are items that have been returned in a condition that prohibits them from being further circulated in the library’s collection. Examples may include items that have been extensively water damaged, are moldy or have mildew, have been in contact with hazardous materials, or have been otherwise physically damaged beyond repair.
 - a. When possible, library staff will do their best to repair items returned with minor damage.
- 2. The replacement cost of damaged items is based on the list price of that item.
- 3. Patrons may keep damaged items they have paid for.
- 4. Damaged items will prevent a patron from checking out further items until the damaged item has been paid for.
- 5. We cannot accept replacement copies for damaged items.
- 6. The following is a sample letter notifying the cardholder of a damaged item:

Dear [Patron],

Library materials that had been checked out on your card # 24018000XXXXXX were recently returned to the library in damaged condition.

The item(s) listed below were returned to the library on XX/XX/XXXX. Due to damages to the materials, the library must assess a replacement cost for each item. Please note that there may be additional overdue fees which may have been charged to your account. If you have items out, they may not be renewed until this matter is resolved.

The item(s) in question are:

[Item(s) listed along with the replacement cost(s)]

Please come to the library to make arrangements to pay these charges at your earliest convenience. If you are unable to pay the entire amount, please call and make arrangements for a payment plan.

Please understand that our intention is to maintain our library's collection by replacing lost or damaged materials. We will hold the items for viewing for 30 days. After that, they will be disposed of and no longer available for your inspection.

If you have questions, please contact me.

Sincerely,

[Staff member]

Lost items:

1. Overdue items receive three notices by mail or e-mail before they are considered lost. The item will accrue the corresponding late fee during this time. The timeline for the lost process is:
 - a. 1st notice: 1 week after the item is considered overdue
 - b. 2nd notice: 2 weeks after the item is considered overdue
 - c. Final notice: 3 weeks after the item is considered overdue.
 - i. At this time the item is considered "Lost" and the account will be prohibited from checking out or renewing items until the item is returned or paid for. The item will no longer accrue additional late fees.
 - ii. The final notice will always be sent by mail.
2. Items may be self-declared lost in situations where the patron is certain the book is irretrievable and is ready to pay for the item at that time.
3. Lost items must be either returned in good condition or paid for in order to reinstate borrowing privileges.
4. Once an item is paid for, there is a 3 month period during which the cost of a lost item may be refunded if it is returned in good condition.
 - a. In order to receive a refund, the patron must provide both the original receipt and the orange "lost item" slip they received at the time of payment.
 - b. Late fees accrued on a lost item will not be refunded if the item is returned
5. Sample overdue notice letter:

"You have items overdue. If this is not your final notice, you may renew your items online at www.ci.sthelens.or.us/library or by telephone 503.397.4544. Please note you may have additional overdue fines not listed on this notice."

- a. There will also be an itemized list of the overdue items, as well as an indication of 1st/2nd/final notice.
 - b. Final notices will have a red "final notice" stamp at the top.
6. **Collections:** Items that have not been returned within 6 weeks of their due date may be sent to collections.

- a. The item is considered “lost” 3 weeks after the item is overdue.
- b. Patrons may be sent to collections for library materials. A notice will be sent out at 4 weeks overdue, notifying the patron that they have 14 days to return or pay for outstanding materials.
- c. The following is a sample letter reminding the patron about outstanding materials or fines which may be sent to collections:

Dear [Patron],

*The purpose of this letter is to remind you that you have outstanding materials from the St. Helens Public Library checked out on card number **24018000XXXXXX**. These items are now in “Lost” status. Please return the following items in good condition to the St. Helens Public Library or pay the replacement fees within 14 days to avoid this account balance being turned over to a collections agency.*

[Item(s) listed along with the replacement cost(s)]

If you have any questions, please do not hesitate to contact the St. Helens Public Library at (503)-397-4544.

*Respectfully,
St. Helens Public Library*

Complete list of fines and fees:

1. Overdue adult books, magazines, audio records, and CDs: **\$0.15 per day**
2. Overdue adult DVDs: **\$0.50 per day**
3. Overdue cultural passes: **\$1.50 per day**
4. Interlibrary loan postage fee: **\$3.00**
5. Lost and damaged items: **List price**
6. Cultural pass replacement: **\$30**
7. Lost card replacement: **\$2**
8. Lost or damaged CD and DVD cases: **\$5**
9. Lost or damaged CD and DVD inserts: **\$7**
10. Barcode label replacement: **\$2**

Chapter 2.28 CITY LIBRARY

Sections:

2.28.010 Public library established.

2.28.020 Financing.

2.28.030 Hearings.

2.28.040 Library rules and compliance therewith.

2.28.050 Gifts and bequests.

2.28.010 Public library established.

There is hereby established a public library to be known as the “city of St. Helens public library” pursuant to ORS Chapter [357](#). (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 1, 1991)

2.28.020 Financing.

The city proposes to finance the library out of the general fund of the budget, but does have authority and may finance the library by an annual serial levy, providing the same has been approved by the qualified voters of the city. (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 2, 1991)

2.28.030 Hearings.

The public library shall not be abolished, nor shall support be withdrawn therefrom, unless at least two public hearings are first held at least 90 days apart. Notice of the public hearings shall be given in a newspaper of general circulation within the city for two successive weeks at least 30 days prior to each hearing. (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 3, 1991)

2.28.040 Library rules and compliance therewith.

The library director shall promulgate rules of conduct to be observed by patrons of the library. Failure to comply with the library rules shall constitute a violation and may be prosecuted as provided in SHMC [1.06.060](#) through [1.06.160](#). (Ord. 3276 § 2 (Att. A), 2022; Ord. 3152 § 1, 2011. Formerly 2.28.045)

2.28.050 Gifts and bequests.

The board may solicit gifts and bequests of real or personal property or funds (other than fees and

finer) to benefit the library.

Acquisition of real or personal property by gift shall occur by a legal instrument of conveyance or other writing transferring title of the real or personal property to the city, and such instrument shall clearly define the rights and responsibilities of all parties. The city council shall decide whether to accept all such gifts of property on behalf of the city and the library that have a value more than \$250.00 or that impose financial obligations on the city.

All property or funds shall be administered by the city in accordance with its terms. Funds donated to the library shall be placed in a special account and shall be subject to expenditure only for the purpose for which donated, except that donated funds without specific limitations as to use may be used for general library purposes. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3044 § 1, 2007; Ord. 2627 § 9, 1991. Formerly 2.28.090)

The St. Helens Municipal Code is current through Ordinance 3300, passed May 15, 2024.

Disclaimer: The city recorder's office has the official version of the St. Helens Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.sthelensoregon.gov/>

City Telephone: (503) 366-8217

[Code Publishing Company](#)

Chapter 2.30

LIBRARY BOARD

Sections:

2.30.010 Library board.

2.30.020 Terms of office.

2.30.030 Vacancies.

2.30.040 Removal/resignation.

2.30.050 Officers.

2.30.060 Meetings.

2.30.070 Responsibilities.

2.30.010 Library board.

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. One of the members shall be the member of the city council designated as the council liaison to the library board by the mayor. The council member shall be an ex officio, nonvoting member of the library board who seeks counsel of and consults with the library board and may take part in their discussions. A majority of members shall be residents of the city. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3212 § 1, 2017; Ord. 2627 § 5, 1991. Formerly 2.28.050)

2.30.020 Terms of office.

Appointments made under this chapter shall be for a term of four years from July 1st in the year of their appointment. Members appointed previously under this chapter shall continue in office until the expiration of their term of office. The terms of office of each library board member shall be for a period of four years with no more than two full-term members being replaced each year. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member with the confirmation of the city council. No person shall hold appointment as a

member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3212 § 2, 2017; Ord. 2627 § 6, 1991. Formerly 2.28.060)

2.30.030 Vacancies.

If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the consent of the city council. (Ord. 3276 § 2 (Att. A), 2022; Ord. 3212 § 2, 2017; Ord. 2627 § 6, 1991. Formerly 2.28.060)

2.30.040 Removal/resignation.

A library board member may be removed from the board, for cause, following a hearing before the city council. A board member may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the board member which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, any board member failing to attend three consecutive board meetings without approval of the board shall be deemed to have resigned their position. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a member who has resigned by operation of this section from being reappointed to the board. (Ord. 3276 § 2 (Att. A), 2022)

2.30.050 Officers.

At the first meeting of each fiscal year, the board shall elect a chair and a vice-chair. The past chair, chair, and vice-chair shall serve for a term of one year. At the end of the fiscal year, the vice-chair will assume the role of chair and the chair will assume the role of past chair for the coming fiscal year. The library director shall designate a library employee to serve as secretary to the board and keep a record of its action. The board shall have authority to make and alter rules, with approval of the city council, for its government and procedure. (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 7, 1991. Formerly 2.28.070)

2.30.060 Meetings.

The library board shall meet as often as deemed appropriate by the board but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the library board shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the board shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested

parties. The library board shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the members that are currently appointed to the board at the time of the meeting. Minutes of library board meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3276 § 2 (Att. A), 2022)

2.30.070 Responsibilities.

The duties of the library board shall include:

- (1) Keeping informed about current trends in library services and administration;
- (2) Studying library growth and needs in the city and its vicinity;
- (3) Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries;
- (4) Recommending types of library service for the city and its vicinity;
- (5) Recommending policies for the acceptance and use of gifts for library purposes;
- (6) Participation in the annual budgetary process of the city where the process pertains to the library;
- (7) Recommending policies and procedures conducive to efficient and effective operation of the library;
- (8) Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library services;
- (9) Encouraging widespread public support and use of the library;
- (10) Submitting an annual report to the city council;
- (11) Performing other duties as authorized by the city council;
- (12) Serving on ad-hoc committees and work groups as determined necessary, including, but not limited to, a material review panel when a request has been submitted to reconsider library

materials; and

(13) Serving on an appeal panel when an excluded patron requests reinstatement of library privileges. (Ord. 3276 § 2 (Att. A), 2022; Ord. 2627 § 8, 1991. Formerly 2.28.080)

The St. Helens Municipal Code is current through Ordinance 3300, passed May 15, 2024.

Disclaimer: The city recorder's office has the official version of the St. Helens Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.sthelensoregon.gov/>

City Telephone: (503) 366-8217

[Code Publishing Company](#)

BYLAWS OF THE ST. HELENS PUBLIC LIBRARY BOARD

NAME

The name of this organization shall be the St. Helens Public Library Board authorized by Chapter 357 of the Oregon Revised Statutes and City of St. Helens Ordinance No. 2627.

COUNCIL RESPONSIBLI1Y

The mayor shall assign to one city council person responsibility for the operation of the public library. That council person's responsibilities, subject to concurrence and approval of the city council, shall include the hiring of a librarian, approving staff hiring, approving operation policies and procedures, and approving and overseeing the general operations of the library facility and expenditures of all budgeted funds. The council person shall seek the counsel of and consult with the library board and may take part in their deliberations, but the council person shall not be a voting member of the library board. The council person shall serve as a liaison between the library board and the city council. The librarian shall be directly responsible to the council person.

LIBRARY BOARD

The library board shall consist of at least five members and no more than seven members appointed by the mayor and confirmed by the city council. A majority of members shall be residents of the city. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties.

TERMS OF OFFICE; VACANCIES

At their first meeting, the appointed members of the library board shall choose their term of office by lot as follows: one member shall initially hold office for one year, one for two years, one for three years, and two for four years from July 1 in the year of their appointment. Succeeding appointees shall hold office for a term of four years from July 1 in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. If a vacancy occurs, the Mayor shall appoint a new member to complete the unexpired term with the confirmation of the city council. Mayor and council in making appointments shall provide that no more than two members' terms expire in any fiscal year. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. Any board member failing to attend three consecutive board meetings without approval of the board may be removed by the city council and a new member appointed to complete the expired term.

OFFICERS

Majority members of the board shall comprise a quorum. At the first meeting of each year, the board shall elect a chairman and a vice-chairman, who shall serve for a term of one year. The librarian shall serve as secretary to the board and keep the record of its action. The board shall have authority to make and alter rules, with approval of the city council, for its government and procedure.

DUTIES AND POWERS

The duties of the library board shall include:

- (1) Keeping informed about current trends in library services and administration;
- (2) Studying library growth and needs in the city and its vicinity;
- (3) Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional and national goals pertinent to libraries;
- (4) Recommending types of library service for the city and its vicinity;
- (5) Investigating sources of funding for library service and facilities;
- (6) Recommending policies for the acceptance and use of gifts for library purposes;
- (7) Participating in the annual budgetary process of the city where the process pertains to the library;
- (8) Recommending policies and procedures conducive to efficient and effective operation of the library;
- (9) Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library services;
- (10) Encouraging widespread public support and use of the library;
- (11) Submitting an annual report to the city council and the state library; and
- (12) Performing other duties as authorized by the city council.

GIFTS AND BEQUESTS

The board may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the city, and each donation shall be administered by the city in accordance with its terms. Funds donated to the library shall be turned over to the city recorder immediately upon receipt and be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the city.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

MEETINGS

The regular meetings shall be held the second Wednesday of each month at 7:00PM at the library unless otherwise ordered by the Chairman.

The regular meeting in July shall be known as the annual meeting. Election of officers shall be held at that time.

Special meetings can be called by the Chairman, or at the request of two members of the Board.

COMMITTEES

The Chairman shall appoint all committees designated by the Board in the Standing Rules.

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the Board if they are not inconsistent with these bylaws, Oregon Revised Statutes, or City of St. Helens Ordinance No. 2627.

AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the Board by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and such amendment(s) receive the approval of the Mayor and City Council.

Approved and Adopted (8/8/01)