



**January 2, 2017**

**Applicants Sought for Siuslaw Public Library District Board Vacancy**

The Siuslaw Public Library District has a vacancy on its Board of Directors due to the resignation of current Board Member Ian Jarman. The Board will interview applicants and appoint a replacement at a special meeting on January 27, 2017. The person who is selected by the Board as a replacement will be eligible to run for election in May 2017 at the end of Dr. Jarman's current term.

The Library Board is composed of five residents of the District who are elected to four-year terms. In addition to residing in the Siuslaw Public Library District, members must be qualified electors. The responsibilities of the Board of Directors include setting library policies, approving the annual budget, and hiring and supervising the Library Director. All Board Members serve without remuneration. Meetings are held on a monthly basis with longer planning sessions scheduled as needed.

Individuals interested in serving on the Library Board must submit a completed application and skill inventory form no later than 4 p.m. in Friday, January 20, 2017 in person to either location of the library or by email to [ref@siuslawlibrary.org](mailto:ref@siuslawlibrary.org). Application packets are available at both locations of the Siuslaw Public Library and online at the library's website: [www.SiuslawLibrary.org](http://www.SiuslawLibrary.org). Visit the library at 1460 9<sup>th</sup> Street in Florence, or the Mapleton branch located at 88148 Riverview Avenue.

# Siuslaw Public Library District Board of Directors Member Job Description

## General Description

This is a volunteer position. The 5-person Library Board is the governing body for the Library district and as such sets policy, approves the annual budget, and selects and supervises the library director.

## Abilities, Skills, and Knowledge

A strong interest in the communities served by the library district and in the mission of the library. This involves a willingness to be a "community expert," but does not require one to be a "library expert."

A willingness to take an active part in Board planning and policy-setting activities.

An awareness of the division of labor between the Board and the library director.

Adequate time to attend a monthly Board meetings as well as special planning and/or budget sessions. Board members should also allow sufficient time to prepare for these meetings by reading printed Board material prepared in advance by the library staff (e.g., minutes of meetings, departmental reports, etc.). All meetings of the Board of Directors are governed by Oregon's "Open Meetings Law" and public records law.

The courage to support the principles of intellectual freedom.

A willingness to attend annual training sessions.

Ability to abide by the "Duties and Responsibilities of the Siuslaw Public Library District Board Policy".

## Qualifications

Library Board members must be qualified electors who reside within the library district's boundaries.

Library Board members may not have any direct or indirect financial interest in any contract to which the library is a party.

For further information regarding service on the Siuslaw Public Library District Board of Directors, contact Library Director Meg Spencer at 997.3132 ext 211, by email at [meg@siuslawlibrary.org](mailto:meg@siuslawlibrary.org) or in person at the Siuslaw Public Library: 1460 9<sup>th</sup> Street in Florence.

# Duties and Responsibilities of the Siuslaw Public Library District Board Policy

## **Meeting the Needs of the Siuslaw Public Library District**

It is the policy of the Siuslaw Public Library District Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

## **Formulation and Interpretation of District Policy**

Board members alone have the right and responsibility to participate in board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.

## **Management and Communication between Board and Staff**

The primary responsibility of the Board is to make policy level decisions for the District. Management of the daily operations and staff is the responsibility of the Library Director. Unless otherwise authorized by a quorum of the Board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Communications relative to District business should be directed to the Board President or Library Director.

## **Board Meeting Conduct**

The president shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside. Board members shall be respectful of one another and follow the direction of the President. Board members should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the board. Meetings of the Siuslaw Public Library District's Board of Directors are convened with the sole purpose of conducting the District's business. If Board members would like to add items to a meeting agenda, they will contact the President of the Board ten days prior to the meeting or add the item during the addition/deletion portion of the meeting agenda.

## **Board Members Authorized By Official Board Action Only**

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual board member may speak for or on behalf of the Board or District, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the District.

## **Ethical Standards**

Board members act as representatives of the citizens of the District. Therefore, board members shall adhere to the highest ethical standards in the conduct of district business. As public officials board members are required to comply with Oregon ethics laws. Each board member will be provided with a copy of the Oregon Government Ethics Commissions Guide for Public Officials.

## **Board Member Education**

In order to effectively carry out their duties, board members must be adequately informed. Members are required to attend an initial training, such as the Special District Association of Oregon's new board member training, and complete a minimum of 3 hours of annual training thereafter. Board members are additionally encouraged to attend such conferences and other training programs as the board may authorize.

## **Discipline**

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- A motion that the member must apologize;
- A motion that the member must leave for the remainder of the meeting;
- A motion to censure the member; or
- A motion to suspend a member's rights for a designated period of time.

# **Governance Responsibilities**

## **Communications**

The Board will work with the Library Director to formulate lines of communication between board members and staff as well as:

- 1.0) Set the tone/attitude for the District.
- 1.1) Encourage participation of staff members on appropriate committees.
- 1.2) Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
- 1.3) Recognize that certain information obtained during executive session may be non-public and confidential making disclosure a breach of trust.
- 1.4) Respect the opinion of other members and accept the principle of majority rule in board decisions.
- 1.5) Be familiar with the Oregon Public Meetings Law.

## **Financial**

- 2.0) Review and approve the annual budget.
- 2.1) Monitor District finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

## **Policies, Objectives, and Plans**

The Board will become familiar with and abide by all laws and policies governing the operation of the District and:

- 3.0) Participate in the creation of the District's strategic plan.
- 3.1) Approve the District's strategic plan.
- 3.2) Suggest and approve policies for the District.
- 3.3) Recognize that the Library Director should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established Board Policy. The Board's basic function is policy making, not administration.
- 3.4) Be aware of the changing needs of the District and propose new directions/ goals for the District as appropriate.
- 3.5) Review any significant departure from established plans or policy.
- 3.6) Receive and act on committee or other planning body recommendations.
- 3.7) Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- 3.8) Where applicable, bring other local governments or community groups into the planning and decision-making process; actively seek collaboration within the community.
- 3.9) Approve contracts with auditor and Library Director.
- 3.10) Annually review contract with auditor and Library Director.
- 3.11) Review annually and approve contract with Library Director.
- 3.12) Approve major changes in the district's organization or structure.
- 3.13) Create and approve board plans of action.
- 3.14) Pass district resolutions, or adopt ordinances.

## **Management**

The Board will select the District President and other officers and:

- 4.0) Hire the Library Director.
- 4.1) Define the duties and responsibilities for the President, Library Director, officers, and major committee chairpersons.
- 4.2) Select legal counsel and consultants for the Board.
- 4.3) Authorize officers or board agents by resolution to enter into contracts or to sign other written instruments and to take financial actions.
- 4.4) Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel, and so on.
- 4.5) Evaluate the performance of the district manager annually.
- 4.6) Approve the form and amount of reimbursement for board members.
- 4.7) Approve programs for management development.
- 4.8) Provide advice and consultation to management on matters within the purview of the Board's responsibilities.

## **Employee Relations**

- 5.0) Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.

5.1) Do not allow personnel problems, other than problems with the district manager, to be brought into board consideration unless the problem rises to the level of legal action.

### **Control**

The Board will identify types of information needed by the Board to analyze effectively the District's directions and achievement and:

- 6.0) Create a process for collecting and analyzing information.
- 6.1) Realize that the citizens within the boundaries of the district are the true "owners" of the District.
- 6.2) Annually review and assess the District's performance against objectives, resources, plans, policies, and services rendered.
- 6.3) Identify obstacles, sense changing needs, and propose new directions or goals for the District.
- 6.4) Ensure that the District is in compliance with all federal, state, and local laws.

### **Board of Directors**

The Board will motivate its members to accept positions of leadership and responsibility and:

- 7.1) Appoint, change, or abolish committees of the Board.
- 7.2) Define powers and responsibilities of committees of the Board.
- 7.3) Not make commitments on any matter that should come before the Board as a whole.
- 7.4) Recognize that an individual board member has no legal status to act for the entire Board.
- 7.5) Realize that if a quorum of the Board meets to make a decision or to deliberate on a District matter, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Law.
- 7.6) Support actions as approved by the Board, regardless of individual opinions; avoid public 'minority opinion' discussions.
- 7.7) Be on time, be prepared and be informed about the issues on the agenda.
- 7.8) Be aware that discussions on matters of overall policy outside of regular board meetings can violate the Oregon Public Meetings Law.

### **Public Accountability**

The Board will be transparent; keep the public informed on all district matters (except those matters subject to Executive Sessions) and:

- 8.0) Make decisions based on the wishes and needs of the majority of District residents and actively solicit and consider public opinion when setting District policy.
- 8.1) Spend the District's money with prudence and trust.
- 8.2) Place the needs of the public above the ambitions of the Board or the District.

Approved by the Siuslaw Public Library Board: October 15, 2014

**SIUSLAW PUBLIC LIBRARY DISTRICT**

**Application for the Library Board of Directors**

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

**Home Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

1. **Do you reside in the Siuslaw Public Library District? Yes  No**
  
2. **Do you have, or do you foresee, any direct or indirect personal or business financial interest in any contract to which the library is or will be a party? Yes  No**
  
3. **Monthly Siuslaw Public Library Board meetings are held each month for one or two hours. Occasional planning or special sessions are scheduled as needed, and may take place in the day, in the evening or on the weekend. Finally, a day-long retreat is generally held each year. Beyond meetings, board members are expected to spend time reviewing written materials for each board meeting and should plan to complete at least one training session each year outside of regular board duties. Would your other responsibilities accommodate this schedule?  
Yes  No**





**I hereby certify that all statements made on or in connection with this application, including those regarding my training and experience, are true and complete to the best of my knowledge.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Note: Names of all applicants for appointive positions may be made public.**

**A resume or additional information may be attached.**

**Please return application no later than 4PM on Friday, January 20, 2017 to:**

**Siuslaw Public Library District**

**1460 9<sup>th</sup> Street**

**Florence, OR 97439**

**Or by email to: [ref@siuslawlibrary.org](mailto:ref@siuslawlibrary.org).**

**Updated January 2, 2017**

# Knowledge, Skills, & Experience Inventory

Your Name \_\_\_\_\_

Please indicate your knowledge, skills, and experience for each category

Advanced = 3

Intermediate = 2

Beginner = 1

None = 0

Accounting	
Boards	
Business Management	
Contract Law	
Construction & Project Management	
Cultural & Arts Programming	
Diversity Issues	
Education	
Finance	
Fundraising	
Government	
Grant writing	
Human Resources	

Information Technology	
Legal	
Library Science	
Local Government	
Marketing/Public Affairs	
Outreach	
Policy Development	
Public Speaking & Communication	
Safety/Risk Management	
Special Districts	
Strategic Planning	
Translation/Interpretation	
Websites & Social Media	

Comments: