



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, MAY 15, 2018**

*CJ &
5/11/18*

**4:00 P.M. Regular Meeting Library Ford Room
1409 NE Diamond Lake Blvd., Roseburg, Oregon 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Brian Prawitz
Commissioners: Will be appointed at May 14th, 2018 Council Meeting.

III. APPROVAL OF MINUTES

A. None

IV. DISCUSSION ITEMS

- A. Introductions
- B. Duties and Responsibilities
- C. Building Timelines/Library Director Update

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: June 19, 2018

VII. INFORMATIONAL

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION GUIDELINES

Meeting Date: May 15, 2018

Department: City Manager's Office

www.cityofroseburg.org

Agenda Section: Discussion items

Staff Contact: Lance Colley

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

This is the initial meeting of the newly formed Library Commission. At its regular meeting of May 14, 2018, City Council will appoint six members to the Commission. Brian Prawitz, City Councilor, will chair the commission.

BACKGROUND

A. Council Action History.

- 1) On May 8, 2017 City Council directed staff to evaluate facilitation of a Roseburg Branch Library.
- 2) On June 7, 2017 Staff provided an update of work to date and Council directed staff to proceed with acquiring a deed to the property subject to completing our due diligence.
- 3) On December 11, 2017 Council authorized the transfer of the Library Facility to the City and continued work with the Douglas ESD to finalize renovation plans and work on intergovernmental agreements to reopen a City Library.
- 4) On February 12, 2018 Council heard first reading of Ordinance 3496 establishing the Roseburg Public Library and creating the Library Commission.

B. Discussion items.

There are three discussion items on your first agenda.

Chair Prawitz and staff will provide a forum for introductions.

The Commission will review the newly adopted Roseburg Municipal Code, Chapter 2.23 relating to the Commission's general duties and responsibilities.

Staff will provide an update to the Commission relating to building renovation timelines, working and long-term co-tenancy with Douglas ESD and a Library Director hiring timeline.

SUGGESTED MOTION- none

ATTACHMENTS

Roseburg Municipal Code section- Library Commission

ORDINANCE NO. 3496

**AN ORDINANCE ESTABLISHING A LIBRARY COMMISSION AND ADDING
CHAPTER 2.23 TO THE ROSEBURG MUNICIPAL CODE WITH AN EFFECTIVE
DATE OF MARCH 1, 2018**

SECTION 1. Chapter 2.23, entitled "*Library Commission*" is hereby added to the Roseburg Municipal Code to read as follows:

**CHAPTER 2.23
LIBRARY COMMISSION**

Sections:

| | |
|-----------------|-----------------------------------|
| 2.23.010 | Creation of Commission |
| 2.23.020 | Purpose |
| 2.23.030 | Duties-Responsibilities |
| 2.23.040 | Organization of Commission |

2.23.010 Creation of Commission. There is hereby created and established under the provisions of ORS 357.400 through 357.621, a commission of the City to be designated as the "Library Commission".

2.23.020 Purpose. The Library Commission is established to assist in the provision of public library and information services suitable to persons of all ages and ensure such services are accessible to all residents of the City; to foster widespread public knowledge and support of the library's role in the City; and to promote the library through volunteer efforts, donations and fund raising.

2.23.030 Duties-Responsibilities. The Library Commission shall be an advisory commission and shall have no executive or administrative authority, the existence of which shall not deprive elected or appointed officials of the City of any power they may have under the laws of the State or the City Charter. The Commission shall have powers and duties to:

A. Make recommendations to the City Council regarding rules, regulations and policies for the efficient and effective operation of the library, its services and programs.

B. Gather information and advise the City Council and City staff on current trends in library administration and library-related technology, and represent the interests and needs of library patrons.

C. Make recommendations to the City Council on the acceptance, use or expenditure of any real or personal property or funds donated to the library, and make recommendations for the purchase, control or disposal of real and personal property necessary for library operations.

D. Develop and recommend to Council long-range plans for library services and facilities consistent with City priorities and with national, state, regional and local goals pertinent to library operations.

E. Review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding library services.

F. Assist with an annual report to the State Library and the City Council on a form supplied by the State Library and consult with the State Library Board on improving and extending public library services.

G. Advocate for the library budget, as well as for library events and programs.

2.23.040 Organization of Commission. The Commission shall consist of seven members, one of whom shall be a member of Council, appointed by the Mayor to serve as Chair of the Commission. At least five members must be residents of the City. Any member not residing in the City must reside within the City's Urban Growth Boundary. No member of the Commission shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor receive a salary or any payment for materials or services rendered by the Commission.

SECTION 2. Pursuant to Section 8.6 of the Roseburg City Charter, the Council hereby finds it necessary for the preservation of the peace, health and safety of the City, for this ordinance to take effect March 1, 2018 to facilitate establishment of the Library Commission prior to opening of the facility.

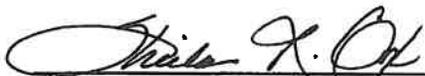
**ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS 26th
DAY OF FEBRUARY, 2018.**

APPROVED BY THE MAYOR ON THIS 26th DAY OF FEBRUARY, 2018.



Larry Rich, Mayor

ATTEST:



Sheila R. Cox, City Recorder