



**AGENDA**  
**Library Advisory**  
**Board Meeting**

6:00 PM - Wednesday, October 3,  
2018  
Hoodland Library, 24545 E Welches  
Rd

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1. ROLL CALL	
2. APPROVAL OF MINUTES	
2.1. Meeting Minutes <a href="#">Library mins2 aug2018</a>	2 - 3
3. NEW BUSINESS	
3.1. Changes to the Intergovernmental Agreement (IGA) with Clackamas County <a href="#">Staff Report for City Council &amp; Information Sheet</a>	4 - 7
3.2. Library District Advisory Committee (LDAC) and Task Force Updates	
3.3. Teen Program Analysis <a href="#">Teen Program Analysis - 3 years - Sandy</a>	8 - 10
4. OLD BUSINESS	
4.1. Board Member Updates	
4.2. Admin Policy for Boards and Commissions and our By-Laws <a href="#">Operation of Commissions and Advisory Boards</a> <a href="#">CurrentLBbylaws</a>	11 - 21
5. STAFF UPDATES	
6. ADJOURN	

## Sandy / Hoodland Library Advisory Board Minutes for Aug. 1, 2018

Location: Hoodland Library

Member attendance: Jeri McMahan, Lynn Freeman, Kathleen Draine, George Hoyt (ex officio), Sarah McIntyre (ex officio)

Excused absences: Melissa Lawrence, Heather Michet.

The meeting was called to order at 6:10 by Jeri McMahan. KD agreed to act as Secretary for the meeting.

### 1. Minutes:

The minutes of the July 11, 2018 Meeting were approved, subject to SM correcting some typos and verifying the data percentages against the handouts from the July 11 meeting. In addition, the "merchandise" section will be modified to state that t-shirts will not be offered due to inventory challenges.

### 2. Board Member updates/new members/ Officers:

SM reported that Melissa Lawrence will be leaving the Board because she is relocating outside the Libraries' service areas. Discussion addressed efforts to try to fill empty Sandy and Hoodland seats and how to achieve diversity of representation(age/cultural/gender).

Officers: It was agreed that, for the year commencing July 2018, JM would remain as Chair, HM would remain as Vice-Chair, and LF would serve as Secretary. SM has also submitted KD's name to the City Council for approval to fill George Hoyt's seat on the Library District Advisory Panel; they will vote on the matter at the August 6 Sandy City Council meeting.

### 3. "Small" Task Force update:

KD reported that the Board of County Commissioners, at their July 17, 2018 Policy Meeting, received a report presented by the "Small" Task Force's chair on proposed changes to the Master IGA. The "Small" Task Force recommended no changes to the Library District's Master Order at this time. The BCC accepted the recommendations and instructed the Administrator to present the proposed changes to the Master IGA to each Library City, seeking to gain adoption of the changes by 2/3's of the Cities by the end of 2018. The proposed Master IGA changes will permit the County to act as a Library City for the Gladstone and Oak Lodge libraries and will release Oak Lodge's reserved funds towards the planning and construction of their new library, slated to be completed by the end of 2021. KD noted that the construction of Oak Lodge's library will require more funds than are available from the released reserves. The County and Oak Lodge will address the source of that funding in the future, and that might raise issues about the Master Order then.

#### 4. Bylaws update

SM circulated the current text of the Board's ByLaws, requesting suggested changes. She noted that the City would like the Board to meet at City Hall, to permit recording of the sessions, however the Board also needs to hold meetings in Hoodland to permit easy access to meetings to the Hoodland area population. It was agreed that while there should be no more than 6 mandatory meetings per year, at least 2 should be at Hoodland and those should be the April and October meetings. Other suggested changes included referring to both the Sandy and Hoodland service areas, reserving two seats on the Board to Hoodland constituents, permitting the Friends' groups to designate someone other than their Presidents to attend ex-officio, and other general wordsmithing and clarifications. SM will circulate the revisions at least seven days before the next Board meeting, to meet current amendment requirements in the ByLaws. The amendments will be voted on at the next meeting.

#### 5. Program Analysis

SM presented detailed charts showing actual and average attendance at adult programs held at the Hoodland and Sandy Libraries, respectively, for each of the last three fiscal years. In addition to participation data, the charts tabulated the costs borne by the libraries' from their budgets and the contributions from the Friends for particular programs. A Cost per Person was also shown. It was the sense of the meeting that "cost per person" should not be the sole measure of success; broadness of participation and involvement new participants were of greater interest. SM observed that the Sandy Coffee House participation has remained constant despite the Chamber dropping its citywide First Friday program in 2017-2018. History programs, in Sandy, seem popular. Book club participation was reviewed; the possibility of a non-fiction group and a yearly "community reads" was suggested. Teaching how to facilitate book discussions may be helpful.

The Board agreed that SM should continue to collect statistics on programs; this type of chart allows the public to see the success of outreach, the expansion of programs over time, and the extent and importance of Friends' support for programming.

SM will present similar charts on teen and childrens' programming at our next meetings.

The meeting adjourned at 7:40 pm.

# SANDY

## Staff Report

### WHERE INNOVATION MEETS ELEVATION

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**Meeting Date:** October 1, 2018

**From:** Sarah McInyre, Library Director

**SUBJECT:** Library District Master IGA Amendment

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**Background:**

Clackamas County is requesting that the City Councils of the Clackamas County Library District library service providers (the cities of Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville) approve the attached amendment to the Cooperative Intergovernmental Agreement Between the Library District of Clackamas County and Member Cities ("Master IGA").

These amendments will not make any changes to the Library Distribution Formula.

The proposed amendment includes:

- An amended section 1.6, which would designate the County, and not the City of Gladstone, as the eventual recipient of retained funds currently held in trust by the District to support the construction of new library facilities for the Gladstone and Oak Lodge service areas.
- A new section 2.4, which would establish Clackamas County as the permanent Library Service Provider for the Oak Lodge Library Service area and memorializes the intent for Clackamas County to construct and manage two new libraries using District distributions, accumulated reserves, and other revenues.
- An amended Attachment B, which would eliminate language regarding service area boundary changes which were originally contemplated when it was anticipated that the City of Gladstone would construct a single facility to serve both the Gladstone and Oak Lodge library service areas.

When the Master IGA was drafted, it was anticipated that the City of Gladstone would construct and operate a new library facility which would serve both the Oak Lodge and Gladstone library service areas, and that Clackamas County would only operate the current Oak Lodge library until this new Gladstone library facility was open.

Based on these assumptions, the Master IGA currently specifies that the District will retain in trust any unused portion of the annual distributions made to the Oak Lodge

Library, for distribution to the City of Gladstone once construction of a new library facility to serve the Oak Lodge and Gladstone library service areas commences. In addition, the Master IGA only contemplates Clackamas County acting as the library service provider for the Oak Lodge library service area on an interim basis. Finally, the Master IGA indicates that certain boundary changes will be made when the City of Gladstone opens a new, single facility to serve both the Oak Lodge and Gladstone service areas.

For a variety of reasons, the original plan for Gladstone to construct a library and provide service to both the Oak Lodge and Gladstone library service areas did not come to fruition, and issues surrounding library facilities and services for these areas eventually became the subject of litigation between Clackamas County and the City of Gladstone.

On October 16, 2017, the County and the City of Gladstone resolved this pending litigation and entered into a Settlement Agreement which contemplates the County will construct and operate two new libraries, one located within the City of Gladstone, and one located in unincorporated Clackamas County within the Oak Lodge Library service area.

Both Clackamas County and the City of Gladstone agreed that the funds being held in trust for eventual use by the City of Gladstone should instead be distributed to Clackamas County to finance construction of these two new facilities. However, in order to distribute these retained funds to Clackamas County, the Master IGA must be changed to designate the County, and not the City of Gladstone, as the eventual recipient.

In addition, the Master IGA is being amended to recognize the County as the library service provider for the Oak Lodge library service area, placing the County under the same service obligations as all other participating Library Cities. This amendment also memorializes the intent for the County and the City of Gladstone to work collaboratively and enter into separate agreements for the County to construct and manage new Oak Lodge and Gladstone libraries using District distributions from both service areas, retained funds, and other revenue sources.

Finally, the IGA is being changed to preserve all library service area boundaries as they currently exist; language in the original IGA which contemplated a change to the Oak Lodge service area boundary (under the assumption that a single facility in the Gladstone area would be serving two service areas) will be eliminated.

**Recommendation:**

Recommend a Motion to approve the amendments to the Library District Master IGA and authorize the City Manager to sign for the City of Sandy.

**Financial Impact:**

none.

Business and Community Services  
**Library District Intergovernmental  
Agreement Amendment**



FREQUENTLY ASKED QUESTIONS

**Q** What action is being requested?

**A** Clackamas County is requesting that the City Council of the Clackamas County Library District library service provider (the cities of Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville) approve the attached amendment to the Cooperative Intergovernmental Agreement between the Library District of Clackamas County and Member Cities ("Master ISA").

**Q** What specific changes to the IGA are being proposed?

**A** The proposed amendment includes:

- An amended section 1.6, which would designate the County, and not the City of Gladstone, as the eventual recipient of retained funds currently held in trust by the District to support the construction of new library facilities for the Gladstone and Oak Lodge service areas.

- A new section 2.4, which would establish Clackamas County as the permanent Library Service Provider for the Oak Lodge Library Service area and memorializes the intent for Clackamas County to construct and manage two new libraries using District distributions, accumulated reserves, and other revenues.
- An amended Attachment B, which would eliminate language regarding service area boundary changes which were originally contemplated when it was anticipated that the City of Gladstone would construct a single facility to serve both the Gladstone and Oak Lodge library service area.

**Q** Why are these changes necessary?

**A** When the Master ISA was drafted, it was anticipated that the City of Gladstone would construct and operate a new library facility which would serve both the Oak Lodge and Gladstone Library service areas, and that Clackamas County would only operate

the current Oak Lodge library until this new Gladstone library facility was open.

Based on these assumptions, the Master ISA currently specifies that the District will retain in trust any unused portion of the annual distributions made to the Oak Lodge Library for distribution to the City of Gladstone once construction of a new library facility to serve the Oak Lodge and Gladstone library service areas commences. In addition, the Master ISA only contemplates Clackamas County acting as the library service provider for the Oak Lodge library service area on an interim basis. Finally, the Master ISA indicates that certain boundary changes will be made when the City of Gladstone opens a new, single facility to serve both the Oak Lodge and Gladstone service areas.

For a variety of reasons, the original plan for Gladstone to construct a library and provide service to both the Oak Lodge and Gladstone library service areas did not come to fruition, and issues surrounding library facilities and services surrounding library facilities and subject of litigation between Clackamas County and the City of Gladstone.

On October 16, 2017, the County and the City of Gladstone resolved this pending litigation and entered into a Settlement Agreement, which contemplates the County will construct and operate two new libraries, one located within the City of Gladstone, and one located in unincorporated Clackamas County within the Oak Lodge library service area.

Both Clackamas County and the City of Gladstone agreed that the lands being held in trust for eventual use by the City of Gladstone should not least be distributed to Clackamas County to finance construction of these two new facilities. However, in order to distribute these retained funds to Clackamas County, the Master ISA must be changed to designate the County, and not the City of Gladstone, as the eventual recipient.

In addition, the Master ISA is being amended to recognize the County as the library service provider for the Oak Lodge library service area, placing the County under the same service obligations as all other participating Library Cities. This amendment also memorializes the intent for the County and the City of Gladstone to work collaboratively and enter into separate agreements for the County to construct and manage new Oak Lodge and Gladstone libraries using District distributions from both service areas, retained funds, and other revenue sources.

Finally, the ISA is being changed to preserve all library service area hour rates as they currently exist, language in the original ISA which contemplated a change to the Oak Lodge service area boundary (under the assumption that a single facility in the Gladstone area would be serving two service areas) will be eliminated.

**Q** How were these amendments developed?

**A** The amendments were developed and refined by the Settlement Agreement Implementation Task Force, a task force formed by the Board of County Commissioners with the support of the Library District Advisory Committee, and changed with recommendations the minimum changes necessary to the Master ISA in order to implement the settlement agreement between Clackamas County and the City of Gladstone and facilitate the construction of two new library facilities. This Task Force consisted of County and City of Gladstone staff and legal counsel, one County Commissioner, and three citizen members including the Oak Lodge and Gladstone representatives on the Library District Advisory Committee. Task Force meetings were open to the public and the Task Force's recommendations were submitted to and accepted by the Board of County Commissioners on July 17, 2018.

## Library District Intergovernmental Agreement Amendment



**Q** Will these amendments have any impact on the library district distribution formula?

**A** No. These amendments will not make any changes to the Library District Distribution formula.

**Q** What is the process for approving these amendments?

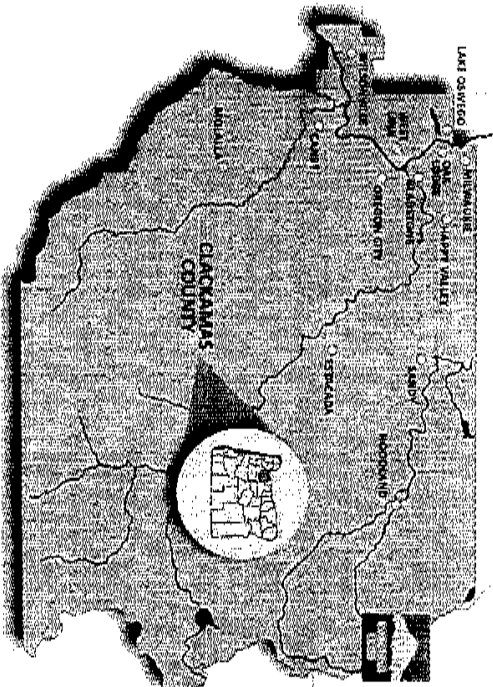
**A** In order to amend the Master IGA, both the Board of County Commissioners (as Library District Board) and two-thirds of Library Cities must approve the proposed changes.

County staff will soon be submitting the amendments to the Board of County Commissioners. At the same time, we are requesting that the City Managers of each Library Service Provider transmit the amendments to their respective City Councils to begin the process of Council review, discussion, and action.

It is our hope that all Library Service Providers will adopt the proposed amendments as soon as possible, but no later than October 31, 2018.

**Q** Who can I contact with additional questions?

**A** Please contact Laura Zentner, Director of Clackamas County Business and Community Services via phone (503.742.4351) or email: [LZentner@clackamas.us](mailto:LZentner@clackamas.us).



**Laura Zentner**  
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To learn more, visit <https://www.clackamas.us/librarydistrict>

503-742-2978

<b>Sandy Teen</b>		<b>2015-2016</b>					
<b>PROGRAM</b>	<b>Total #</b>	<b>Average</b>	<b>Note</b>	<b>Cost - Library</b>	<b>Cost - Friends</b>	<b>Total Cost</b>	<b>Cost/person</b>
<b>TAB</b>	51	3.40	28 staff & volunteers	\$24.75	\$100.00	\$124.75	<b>\$2.45</b>
<b>Teen Lock-In</b>	164	82.00	14 staff & volunteers	\$100.00	\$300.00	\$400.00	<b>\$2.44</b>
<b>Haunted Library Planning</b>	72	12.00	30 staff & volunteers	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Anime Club</b>	119	19.83	12 staff & volunteers	\$25.96	\$100.00	\$125.96	<b>\$1.06</b>
<b>Scratch Coding</b>	11	5.50	5 staff & volunteers	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Teen Tuesdays</b>	8	2.67	6 staff & volunteers	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Haunted Library</b>	300	300	11 staff & volunteers	\$250.00	\$0.00	\$250.00	<b>\$0.83</b>
<b>DIY Gifts</b>	3	3	7 staff & volunteers	\$0.00	\$100.00	\$100.00	<b>\$33.33</b>
<b>Angry Birds</b>	1	1	8 staff & volunteers	\$9.14	\$100.00	\$109.14	<b>\$109.14</b>
<b>Art Night</b>	16	16	2 staff & volunteers	\$0.00	\$100.00	\$100.00	<b>\$6.25</b>
<b>Summer Reading Prize</b>	11	11		\$0.00	\$158.00	\$158.00	<b>\$14.36</b>



<b>Sandy Teen</b>		<b>2016-2017</b>					
<b>PROGRAM</b>	<b>Total #</b>	<b>Average</b>	<b>Note</b>	<b>Cost - Library</b>	<b>Cost - Friends</b>	<b>Total Cost</b>	<b>Cost per person</b>
TAB	64	9.14	7 staff	\$22.98	\$122.25	\$145.23	\$2.27
Teen Lock-In	154	77.00	13 staff & volunteers	\$61.09	\$200.00	\$261.09	\$1.70
Haunted Library Planning	71	11.83	34 staff & volunteers	\$0.00	\$0.00	\$0.00	\$0.00
Anime Club	297	17.47	17 staff	\$8.75	\$30.00	\$38.75	\$0.13
Scratch & Coding Club	363	9.31	39 staff	\$0.00	\$0.00	\$0.00	\$0.00
Teen Tuesdays	38	5.43	8 staff & volunteers	\$0.00	\$0.00	\$0.00	\$0.00
Book Club	7	1.40	5 staff	\$0.00	\$0.00	\$0.00	\$0.00
MakerSpace	156	12.00	15 staff	\$20.95	\$350.00	\$370.95	\$2.38
Paint Nite	54	18.00	6 staff	\$343.03	\$183.32	\$526.34	\$9.75
Haunted Library	165	165	15 staff & volunteers	\$256.40	\$613.00	\$869.40	\$5.27
Zombie Walk	6	6	7 staff	\$100.00	\$100.00	\$200.00	\$33.33
Scholarship Workshop	2	2	6 staff & volunteers	\$0.00	\$0.00	\$0.00	\$0.00
Trivia Night	22	22	4 staff & volunteers	\$75.00	\$50.00	\$125.00	\$5.68
Job Fair w/ AntFarm	10	10	9 staff	\$0.00	\$0.00	\$125.00	\$12.50
Terrarium Building	30	30	1 staff person	\$50.00	\$0.00	\$50.00	\$1.67
Summer Reading Prize	21	21		\$0.00	\$200.00	\$200.00	\$9.52

<b>Sandy Teen</b>		<b>2017-2018</b>					
<b>PROGRAM</b>	<b>Total #</b>	<b>Average</b>	<b>Note</b>	<b>Cost - Library</b>	<b>Cost - Friends</b>	<b>Total Cost</b>	<b>Cost per person</b>
TAB	53	8.83	6 staff	\$23.50	\$179.75	\$203.25	\$3.83
Teen Lock-In	199	99.50	12 staff & volunteers	\$5.98	\$450.45	\$456.43	\$2.29
Haunted Library Planning	99	16.50	17 staff & volunteers	\$0.00	\$0.00	\$0.00	\$0.00
Anime Club	407	20.35	24 staff & volunteers	\$18.50	\$80.00	\$98.50	\$0.24
Coding Club	356	8.68	41 staff	\$0.00	\$0.00	\$0.00	\$0.00
MakerSpace	455	19.78	29 staff	\$8.23	\$252.38	\$260.61	\$0.57
Paint Nite	102	20.40	10 staff	\$113.91	\$399.96	\$513.87	\$5.04
Haunted Library	204	204	40 staff & volunteers	\$200.00	\$600.00	\$800.00	\$3.92
Solv-IT Earth Day	5	5	1 staff	\$0.00	\$0.00	\$0.00	\$0.00
Zombie Walk	21	21	4 staff & volunteers	\$16.50	\$30.00	\$46.50	\$2.21
Flashlight Egg hunt w/ Rec Dept	320	320	4 staff & volunteers	\$18.64	\$200.00	\$218.64	\$0.68
Trivia Night	8	8	5 staff & volunteers	\$50.00	\$78.39	\$128.39	\$16.05
Uke Can Do It!	5	5	3 staff & volunteers	\$0.00	\$425.00	\$425.00	\$85.00
Summer Reading Prize	50	50			\$329.00	\$329.00	\$6.58



## **CITY OF SANDY**

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### **Advisory Boards, Commissions and Committee Policy**

**Number: ADMIN 100**

**Effective Date: May 22, 2018**

**Approval: City Manager**

<b>Purpose</b>	<b>1</b>
<b>Scope</b>	<b>1</b>
<b>Policy</b>	<b>1</b>
<b>Definitions:</b>	<b>1</b>
<b>Filling Vacancies on Advisory Boards, Committees and Commissions</b>	<b>2</b>
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## Purpose

To be used as a guide for the operations and management of Advisory Boards, Commissions and Committees as developed and appointed by the Sandy City Council.

## Scope

This policy applies city wide to all Advisory Boards, Commissions and Committees, in addition to any other regulatory authority such as Oregon Revised Statutes, Sandy Municipal Code and the City Charter.

## Policy

The City Council and staff welcome citizen involvement and support Advisory Boards, Commissions and Committees as they provide a much needed perspective on specific topics. All meetings are open to the public and the City of Sandy encourages you, whether a member or not to attend any meeting of interest.

It is the policy that all Advisory Boards, Commissions and Committees shall be established by a majority vote of the City Council, and by Resolution unless they are established by other governance such as State Law. No other entities will be established without following this process.

## Definitions:

Advisory Boards - Citizens appointed by Council in an advisory role. Will advise council on a variety of issues and recommend policy.

Commissions - Planning Commission, Art's Commission and other assigned by ordinance or ORS that have decision making and/or quasi judicial responsibility.

Committee - Budget Committee as required and defined by ORS.

Council Liaison - See "Liaison Councilors Assigned" below.

Entity - Advisory Boards, Commissions and Committees

Member - Anyone appointed to serve on an Advisory Board, Commission or Committee.

Staff Member In Charge- The Department Head or his/her staff member designee is responsible for setting up agendas, meeting minutes, meeting space and other items needed for the holding of and assistance to the Advisory Boards, Commissions and Committees.

## Filling Vacancies on Advisory Boards, Committees and Commissions

When a vacancy occurs on any Advisory Boards, Commissions and Committees, the City Manager shall cause applications to be filed by all interested candidates. All applications will be collected by the City Recorder.

- A. Applications for Budget Committee, Planning Commission and the Arts Commission will be forwarded to the City Council, and a date set for interviews and appointment of the positions by a majority vote of the council. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute.
- B. Applications for Advisory Boards, including the Youth Advisory Council, will go to the Staff Member In Charge. Time will be set aside on a meeting agenda for discussion and recommendation of applicants by the other members of the applicable Advisory Board. All deliberations and votes are to be held in a noticed public meeting in accordance with Chapter 192 of the Oregon Revised Statute. The Staff Member In Charge will bring the recommendations to the City Council for approval.
- C. All Advisory Boards, Committees or Commissions, shall have between five and seven members, unless otherwise directed by ORS, SMC or other governance.

## Advisory Boards

Advisory Boards, are established by the City Council via resolution. These Advisory Boards may also be governed by certain Oregon Revised Statutes (ORS), the City Charter, City Ordinance (SMC) or Resolution.

## Qualifications for Appointment to Advisory Boards

In order to apply for an Advisory Boards you must either live inside the City Limits, or service district (Library District or Transit Service Area as examples). This include residents residing in the Urban Growth Boundary or Urban Reserve areas. Applications are also accepted from those that own a business in Sandy, yet live elsewhere. Employees of local businesses may also serve on Advisory Boards.

In the event of more applicants than open positions, priority will be given to residents of the City of Sandy unless the opening is in a District or Service area as stated above.

You must be 18 years old or older (except for the Youth Advisory Council).

## Advisory Board Terms of Service

All members are appointed to a four year term, with half of the members terms expiring on the even years and the other half on the odd years to avoid replacement of the entire board at any one time. Members may serve only two consecutive terms unless no other candidates apply. Terms of service shall commence on the first day of January in the year of their appointment.

Appointments to fill an unexpected vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.

## Advisory Board Powers and Duties

Unless otherwise directed by ORS, SMC or other governance, all Advisory Boards shall practice the following:

- Advise the Staff Member In Charge regarding policies for the development of services and facilities to best meet the current and long-standing needs of the community.
- Recruit and encourage other qualified citizens to be involved and apply for openings.
- Represent the needs, interests and desires of the entire service area for that entity.
- Assist the entity in achieving Council Goals.
- Each member shall have one vote for each topic requiring a vote.
- Help prepare and provide a presentation to City Council annually. The annual meetings regarding the advisory boards will be scheduled prior to Council goal setting. This will

assist council with their vision and goal setting for the following year and beyond.

## Liaison Councilors Assigned

To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees (except to Planning Commission to avoid ex parte issues).

In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall adhere to the following guidelines:

- A. Not attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory boards to make objective recommendations to the Council on items before them.
- B. Attending meetings of assigned liaison bodies, but should avoid becoming involved in the body's discussions without first explaining his or her role as a Council liaison.
- C. Not voting at the body's meeting on any item.

The agenda for the board, commission or committee will have an item for the Councilor to share information from the City Council and vice versa with the advisory body.

Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council.

## Advisory Board Officers

Unless otherwise governed by ORS, SMC or other statutory requirements all Advisory Boards, shall have a Chair and Vice Chair.

## Planning Commission

The Planning Commission was established by the City Council in 1973 with the passing of Ordinance 1473. More information on the Planning Commission can be found in Chapter 2.16 of the Sandy Municipal Code.

The Sandy Planning Commission is a seven-member volunteer body of Sandy residents and/or business owners, there are also other opportunities for those living outside the city limits if they meet certain criteria referenced in Chapter 2.16 of the Sandy Municipal Code. that advises the City Council on long-range, comprehensive planning and land use issues within city limits and urban growth boundary. The Planning Commission also approves all amendments and updates to the Comprehensive Plan, recommends policy direction with regard to land use rules and regulations, and helps city staff ensure that Sandy is working within the framework of the State of Oregon's stated land use goals.

## Budget Committee

ORS 294.414 requires that the governing body of each municipal corporation establish a budget committee in accordance with the provisions of that section.

The City of Sandy adopts a budget to guide its decision making and execution of the operating and capital plans. The budget is prepared at the direction of the City Manager to address the goals and objectives of the City Council and fulfill the service level expectations of its citizens and customers.

The budget is presented to the Budget Committee for consideration, deliberation and approval. The committee consists of seven (7) citizens members appointed by the City Council. The full committee also consists of the Mayor and City Council for a total of 14 members.

The City of Sandy operates on a biennial budget, so this committee meets every two years. The process usually takes about three days and includes opportunities for training.

At the first meeting of the Budget Committee, the body shall elect a presiding officer from amongst its members.



## Arts Commission

Arts Commission was established to help enhance the quality of life in Sandy through art. By promoting the educational, cultural, economic and general welfare of Sandy by actively pursuing the placement of public art in public spaces within the Sandy City Limits, supporting literary arts, promoting musical and visual art performances and serving generally to develop, facilitate, and preserve access to the arts.

The Sandy Arts Commission was established by Ordinance 2017-07. Additional information on the Arts Commission can be found in Sandy Municipal Code, Chapter 18.01.

## Meetings

All Advisory Boards, Committees, and Commission shall establish a regular time and place for meetings. Meetings need not occur if there are insufficient agenda items. Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting in accordance with ORS 192. A meeting date may be changed or canceled by the Staff Member Facilitator, with prior notice to the membership.

If a need for an Ad Hoc or sub-committee should arise, the Staff Member Facilitator or Council Liaison will bring a request to City Council for consideration.

All meetings will have an agenda established and posted in accordance with ORS Chapter 192. The agenda shall contain an item label "Council Liaison Report".

Meeting Minutes will be taken at all Advisory Boards, Commissions and Committees meetings and a copy forwarded to the City Recorder within 30 days of the meeting.

Meeting Minute format will be prescribed by the City Recorder.

## **Government Standards and Practices Commission Requirements and Reporting**

All Members of Advisory Boards, Commissions and Committees shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.

A. Members shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Planning Commission or Council. This general obligation includes the duty to refrain from:

1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
2. Making decisions involving business associates, customers, clients, and competitors.
3. Repeated violations of Council Rules.
4. Promoting relatives, clients or employees for boards and commissions.
5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
6. Seeking employment of relatives with the City.
7. Actions benefiting special interest groups at the expense of the City as a whole.
8. Expressing an opinion which is contrary to the official position of the Council without so stating.

B. In general, Members shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before them and abiding by all decisions of the Council.

C. **PLANNING COMMISSION ONLY** - In accordance with ORS 244.050, it is the Commissioner's responsibility to file annual statements of economic interest with the Government Standards and Practices Commission. Each year, on or around the 1st of April, Commissioner's will be sent a Statement of Economic Interest form from the Government Standards and Practices Commission. Commissioners should complete the form and return it directly to the Commission. It is important to complete the form in a timely manner; failure to

do so may result in the imposition of a civil penalty and/or removal from office. Commissioners are also responsible for filing a Supplemental Statement of Economic Interest with the Government Standards and Practices Commission within 30 days of leaving office.

## Sandy / Hoodland Public Library Advisory Board By-Laws

### Article I: Name

The organization shall be known as the Sandy / Hoodland Public Library Advisory Board. It is established in accordance with the provisions of Chapter 2.23, Ordinance No. 27-75 of the Sandy Municipal code.

### Article II: Powers and Duties

The Advisory Board shall have the powers and duties ~~which are now or may hereafter be~~ assigned to it by Charter, ordinance or resolutions of the City of Sandy and general laws of this state. The Advisory Board shall:

- Advise the Library Director regarding policies for the development of library services and facilities to best meet the current and long-standing needs of the community ies of the Sandy and Hoodland Library Service Areas.
- Recruit and recommend to the Library Director prospective Advisory Board members.
- Represent the needs, interests, and desires of the entire service areas of the library.
- Participate actively in the goals, aims, and purposes of the Sandy/Hoodland Public Libraries.
- Perform other such related duties as requested by the Library Director and/or City Council.

### Article III: Membership

The library advisory board shall consist of up to seven members.

Library advisory board members and applicants must be residents of the Sandy/Hoodland Library service area.

In order to ensure representation from the entire library service district, ~~every attempt will be made to ensure that~~ one third of advisory board members ~~are shall be~~ from the Hoodland/mountain area and two thirds from the Sandy area. In addition, ~~every attempt will be made to ensure that that the~~ advisory board membership shall seek to reflects the diversity of the library district service area.

The members shall be appointed by the City Council to serve overlapping four-year terms from the first day of July in the year of their appointment. In addition to the voting membership of the advisory, a member of the City Council may be a nonvoting, ex officio member of the advisory board. The City Council member shall not be counted toward the constitution of a quorum at any meeting. The Presidents of the Friends of Sandy Library and Friends of Hoodland Library (or a designee), as well as, the Library Director shall be ~~a~~ nonvoting ex officio members of the advisory board and shall take part in its discussions or deliberations.

The members can be re-appointed for a second 4-year term. ~~Terms of office shall commence on the first day of July in the year of their appointment.~~

Each advisory board member ~~shall have~~ has one vote.

Appointments to fill an advisory board vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.

### Article IV: Officers

The officers of the advisory board shall be Chair, Vice Chair, and Secretary. They shall be elected at the last meeting of each fiscal year and shall serve for a one-year term.

The Chair shall call and preside over meetings, name committees, and call special meetings when it is deemed necessary.

The Vice Chair shall preside in the absence of the chair.

The Secretary shall take and distribute meeting minutes.

#### **Article V: Meetings**

The advisory board shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business. The advisory board shall meet ~~monthly as often as necessary, at least ten~~ but not less than six times a year. April and October meetings will be held at the Hoodland Library, all other meetings will be held in Council Chambers at Sandy City Hall. Meetings shall be open to the public. Notice of each meeting shall be publicly posted at least twenty-four hours prior to a meeting. A meeting date may be changed or canceled by the Chair, in consultation with the Library Director, with prior notice to the membership.

If a member should have two (2) consecutive unexcused absences ~~without notification~~ from regular meetings, he/she shall be replaced with a new member appointed by the Sandy City Council. The new appointee shall fill the former member's unexpired term.

A majority of the voting membership shall constitute a quorum.

#### **Article VI: Committees**

The Chair, with the approval of the advisory board, shall establish all standing and special or ad hoc committees.

The Chair shall appoint chairs of the committees with the approval of the advisory Board. Chairs shall select their committee members. Committee members may consist of the general public, library users, and/or library staff, depending on the nature and purpose of the committee. Charges to the committees will be expressly stated. Ad hoc committee terms shall coincide with the term of the appointing officer, but may be reappointed by a future Chair.

#### **Article VII: Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Sandy / Hoodland Library Advisory Board in all matters to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Sandy / Hoodland Library Board may adopt.

#### **Article VIII: Amendments**

These bylaws may be amended at any regular meeting of the Sandy / Hoodland Library Advisory Board by a ~~two-thirds (2/3) vote quorum~~ of the entire advisory board, provided notice of such amendment has been given in writing to all Board members at least seven (7) days prior to the meeting.

Adopted by the Sandy/Hoodland Library Advisory Board on Oct. 15, 2014;

Accepted by the Sandy City Council on November 17, 2014.