

Clackamas County Library Advisory Board
Job Description
November 2020

Mission Statement

The mission of the Clackamas County Library Advisory Board is to define, develop, advocate, promote and encourage the use of library services for the people of the Oak Lodge and Gladstone service area, both city and unincorporated residents alike.

Charter

Under the authority granted by the 1985 Board of County Commissioners (see Board Order 85-1221), the Board of Trustees (now known as the Clackamas County Library Advisory Board) formulates rules, policies, goals, and objectives for the operation and governance of the library. Works to ensure that the library is managed in a way that provides transparency, accountability and meets or exceeds OLA Public Library Standards.

- Works for adequate financial support by advising and assisting in the preparation and finalization of the budget.
- Conducts studies and makes recommendations to the Board of Commissioners.
- Accepts donations.
- Recruits and recommends librarian to fill the position of Library Director.
- Is consulted prior to entering into intergovernmental agreements or contracts.
- Promulgates by-laws, rules and regulations, operating procedures.

Member Roles and Responsibilities

- Attend and actively participate in monthly Library Board meetings.
- Be willing to accept election to Board President or Vice President.
 - Able to run meetings and work with Library Director to develop meeting agenda.
- Work on committees that relate to library issues, such as LDAC (Library District Advisory Committee) which require additional monthly meeting attendance.
- Work on campaigns or elections that benefit the library.
- Speak publicly to promote and establish support for library services and programs.
- Become familiar with issues affecting the library and possibly undertake work toward agreement and resolution.
- Affirm and support American Library Association Materials Selection and Management policy, Library Bill of Rights and The Freedom to Read policy documents as reaffirmed March 11, 2014, attached, which seeks to preserve intellectual freedom and access to reading materials and information.
- Adhere to Clackamas County Ethics Policy (see attached).
- Work with Library Director on development of Strategic Plan.
- Develops working familiarity of Oregon Library Association Public Library Standards.
- Works to ensure that Oak Lodge and Gladstone Library meet all essential indicators of OLA Public Library Standards.
- Prepare and present quarterly report to the Gladstone City Council.
- Willing and able to devote adequate time to successfully accomplish the roles and responsibilities listed above.