

"Government is a trust, and the officers of the government are trustees; and both the trust and the trustees are created for the benefit of the people."
-Henry Clay (1777-1852)

Role and Responsibility of the State Library Board

The governing board (State Library Board) has legal and fiduciary responsibilities, evaluates the library director, sets policy, determines the library mission and vision, and is directly accountable to the public via the Governor and Legislature of the state of Oregon.

Responsibilities of the State Library Board

Attend meetings of the Board, enter into discussion, and participate in decision-making on items coming before the Board

Study and be familiar with reports and materials sent to Board members prior to meetings.
Remain informed on library laws, policies, trends and services

Serve on committees when requested to do so by the Chair

Refer problems brought to the attention of the individual Board member to the State Librarian for review, action, or submission to the Board

Recognize that an individual Board member has no authority to act for the State Library Board except at the request of the Board

Review and approve all amendments made to the bylaws of Board Advisory Councils

Act as an ambassador for the agency, interpreting its mission and values to the community

Make a four-year commitment

Review and abide by the [Bylaws](#) for the State Library Board

Participate in meetings for strategic planning and budget development

Review performance evaluation/assessment of the State Librarian annually

Participate in Board assessment annually

Participate in educational opportunities for the Board

(Reference the [Bylaws](#) and the [Complete Library Trustee Handbook](#) by Sally Gardner Reed and Jillian Kalonick)

Board Officers [\(Bylaws\)](#)

The officers shall be the Chair, Vice-Chair, and Secretary. It shall be the practice of the State Library Board to select a Vice-Chair who shall serve in the absence of the Chair. The Chair and

Vice-Chair shall be elected by the Board for a term of one year and may be reelected. Terms of office begin on July 1st of each year. The State Librarian shall be the Secretary.

Responsibilities of the Board Officers ([Bylaws](#))

The Chair shall call and preside at all meetings, authorize calls for any special meetings, set meeting agendas, appoint committees, and carry out the duties generally pertaining to this office. The Chair shall be the Board's official representative unless otherwise provided by the Board. When appropriate, the Chair may appoint members to represent the Board at legislative and legal hearings, conferences, and other meetings.

The Vice-Chair, in the event of the absence or incapacity of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair

The Secretary shall issue notice of all regular and special meetings, shall keep and distribute the minutes of the meetings of the Board, and shall propose meeting agendas for the consideration of the Chair/Executive Committee

The Secretary (State Librarian) has no vote on the Board or on the Executive Committee

The Chair's designee and the Secretary shall provide an orientation for new Board members following appointment by the Governor

Role of the State Librarian

The role of the State Librarian is to provide leadership to conduct the business of the agency in performing and fulfilling the mission as set forth by the State Library Board, Governor, and Oregon State Legislature

The State Librarian shall be the Secretary for the State Library Board

(Reference the [Bylaws](#) and the [Complete Library Trustee Handbook](#) by Sally Gardner Reed and Jillian Kalonick)

Responsibilities of the State Librarian

The State Librarian is responsible for the day-to-day management and decision making at the State Library within the State Library's policy framework

The State Librarian meets with Board members on a regular basis and reports on the state of the agency including budget, programs, services and library use

The State Librarian supervises full and part-time staff, providing annual evaluations, training, work schedules, etc.