

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

<b>MEETING DATE</b> June 20, 2017	<b>AGENDA ITEM NUMBER</b>
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TO: Mayor Shoji and City Councilors  
FROM: Jackie Mickelson, Executive Assistant  
THROUGH: Rodger Craddock, City Manager  
ISSUE: Appointments to the Library Board

**BACKGROUND:**

Recently the City advertised two openings on the Library Board, and we received applications from Steve Metz and Kathy Erickson.

**BUDGET IMPLICATIONS:**

N/A

**ADVANTAGES:**

Citizens serving in volunteer capacities on the City's boards and committees fulfill an important community need and provide a valuable resource for city government.

**DISADVANTAGES:**

None

**ACTION REQUESTED:**

If it pleases the Council, consider re-appointing Kathy Erickson and appointing Steve Metz to the Library Board for a four-year term each ending June 30, 2021.

Committee(s) applying for: Library Board

1. Identify your experience, education, and training which would benefit the committee and the community.

Service on the Coos Bay Library Board from January 2005 through June 2014. Also presently serve on C.B. Library Foundation (since summer 2014) and volunteer @ Library computer help workshops (since January 2014).

2. Do you live in the City of Coos Bay? 32 years

3. How long have you lived in Coos Bay? Yes

4. Do you own property in Coos Bay? Yes

5. List the nature and extent of your past and present community involvement.

Member of the Coos County Urban renewal budget committee since 1998. Former member of the Coos Bay Area Rotary Club from 1990-2000. Volunteer for South Coast Hospice from 2007 through 2012.

6. List two references we may contact; include name, title, affiliation, address and phone.

1) Curt Benward, president Coos Bay Library Foundation  
(541) 269-2031 cbenward@frontier.com

2) Carol Ventgen, retired Coos Bay Library Director  
(541) 756-2041 c\_ventgen@hotmail.com

Steve Metz (541) 267-4293  
Name (please type or print) Daytime Telephone Number

695 S. 11th St C.B. 97420 P.O. Box 1014 CB 97420  
Home Address (mailing and street address)

msteve49@gmail.com  
E-mail Address

[Signature] 6/5/2017  
Applicant's Signature Date

Please indicate which committee(s) you are applying for:

- Building & Fire Codes Board of Appeal       Library Board  
 Urban Renewal Advisory Committee       Street Task Force

1. Identify your experience, education and training which would benefit the committee and the community.

Lifetime reader

30 years journalist

Currently employed by U.S. House of Reps.  
and do freelance editing

2. List the nature and extent of your past and present community involvement.

I was born and raised in Coos Bay and began my lifetime of reading at the Coos Bay Library. I am a library patron, a member of Zonta and do a variety of volunteer work.

3. List two references we may contact; include name, title, affiliation, address and phone.

Bruce Bennett, 888-4025

Charlie Sharps, 2285 N. 14th, Coos Bay 269-1061

Kathy Erickson

Name

541-290-1685

Daytime Telephone Number

965 S. 5th St., Coos Bay, OR 97420

Home Address [mailing and street address]

Kathy Erickson 917 @ gmail. com

E-mail Address

Kathy Erickson

Applicant's Signature

6-5-13

Date

**Chapter 2.25**  
**LIBRARY AND LIBRARY BOARD**

Sections:

[2.25.020](#) The library board.

[2.25.030](#) Functions – Powers – Duties.

**2.25.020 The library board.**

(1) The public library shall be governed by a library board.

(2) The library board shall have seven members.

(3) Except as provided by subsection (5) of this section, members shall hold office for terms of four years, with the member's term of office commencing on July 1st in the year of their appointment.

(a) Terms of office shall be staggered, with terms of no more than two members expiring in any year. Members shall be limited to serving no more than two full consecutive terms; however, any person may be reappointed after an interval of one year.

(b) Up to three appointees to the library board may, at any one time, reside in Coos County within the boundaries of School District No. 9, but outside the city limits of Coos Bay.

(4) At the expiration of the term of any member of the library board, the council shall appoint a new member or reappoint the incumbent member.

(5) If a vacancy occurs, the council shall appoint a new member for the unexpired term.

(6) The library board may recommend persons to the mayor or council for appointment to any open position on the library board, based upon criteria determined by the library board to be necessary and proper for effective library board membership.

(7) After each regular appointment, the library board shall meet and shall elect officers from among its members. The library director shall serve as secretary to the library board and shall keep a record of its actions.

(8) Library board members may not be removed during their period of appointment, except for good cause shown. [Ord. 218, 1995; Ord. 57 § 2, 1986].

**2.25.030 Functions – Powers – Duties.**

(1) The library board shall have such powers and duties which are assigned or delegated to it by the Charter, ordinances, or resolutions of the city of Coos Bay.

(2) The library board shall:

- (a) Advise the city manager regarding the selection of the library director and the prescription of duties of the library director.
- (b) Formulate bylaws, rules and policies for the governance of the library.
- (c) Prepare and submit an annual budget request.
- (d) Approve all expenditures from the library budget.
- (e) Advise the city council regarding the selection of sites and locations for library buildings or other library facilities.
- (f) Subject to the rules of the local contract review board, authorize the library director to enter into contracts for library purposes.
- (g) Perform such other activities as are necessary for the maintenance of the library.

(3) The library board shall have the following powers and duties regarding donations of property to the library:

- (a) The library board may accept donations of real or personal property, may use any real or personal property offered to the library, and may expend any funds donated to the library for library purposes.
- (b) Any donation to the library shall be administered according to the terms of the donation, but shall be held in the name of the city of Coos Bay.
- (c) The library board may use funds donated to the library for the purchase or control of personal property necessary for library purposes.
- (d) The library board may dispose of any item of personal property donated to the library with a market value less than \$2,000. Any item of personal property donated to the library with a market value greater than \$2,000 may be disposed of by the library board upon approval by the city council.
- (e) The library board may request to have real property donated to the library declared surplus property as provided by Chapter [3.45](#) CBMC; upon declaration that such real property is surplus property, the property may be disposed of, and the proceeds disbursed to the library. [Ord. 218, 1995; Ord. 57 § 3, 1986].