



**BOARD POLICY**

**BYLAWS OF THE BOARD OF TRUSTEES**

**Article I: Identification**

The name of the organization is the LaConner Regional (Rural Partial-County Library District) Library Board of Trustees in LaConner, Washington.

**Article II: Purpose**

The purpose of the LaConner Regional Library Board is to represent the library both to the people and to the appropriate governing officials of Skagit County. The Board members are responsible for the overall management of the library through the Library Directory.

**Article III: Members of the Board**

Section 1. The detailed duties, responsibilities and membership of the LaConner Regional Library Board of Trustees are spelled out in Washington State Law (RCW 27.12), which is incorporated herein by implicit reference. The LaConner Regional Library Board of Trustees shall perform all duties and have all powers as set forth in said laws and RCWs, and do other acts necessary for the orderly and efficient management and control of the library.

Section 2. Orientation. A new trustee will receive a list of names and addresses of other Board members and a copy of the bylaws. Reading of the Trustee Handbook is also suggested and encouraged.

Section 3. Number and qualifications. The governing body of the library is composed of five members as appointed by the Skagit County Commissioners and representing the citizens of the LaConner Regional Library District. Appointments to the La Conner Regional Library board should be limited to the residents of the La Conner Regional Library District. In certain circumstances, where a resident appointee cannot be found to serve, and/or a candidate from outside the district might bring specific skills helpful to the board, a unanimous vote of the board is required to recommend the appointment to the Skagit County commissioners.

Section 4. Term of office. The term of office of Board members is determined by the Skagit County Commissioners. No Board member will serve more than two full consecutive terms. A former Board member can be reappointed after a lapse of one year.

Section 5. Committees. The following Standing Committees shall be appointed by the Board:

- A. Finance/Investments
- B. Library Policies
- C. Community Relations / Friends of the Library
- D. Building Committee
- E. Technology Committee

The Chairman of the Board may appoint special committees as needed to serve only until the completion of the work for which they were appointed.

Section 6: Attendance. Attendance is essential for the effective function of the Board and is mandatory for all members. Any Trustee who does not attend a minimum of two-thirds of the regular meetings during each calendar year, or who missed two consecutive meetings without requesting a leave of absence from the chair, shall be considered to have resigned from the Board. Members of the Board and the Library Director will suggest names to the Skagit County Commissioners of persons who qualify to fill any trustee vacancy.

Section 7: Insurance. The LaConner Regional Library District shall carry errors and omissions insurance in the amount to be determined by the Board to protect the Board and the Library Director from any liability, loss or damage suffered by any members of the Board or the Library Director, which arises out of the scope of their duties as Trustees or Library Director.

Section 8: Officers. Officers of the Board will be the Chairman, Vice-Chairman/Secretary, Treasurer and Audit Officer. Officers will be elected at the regular annual meeting. An officer may succeed himself/herself. Vacancies in office should be filled by vote at the next regular meeting of the Board after vacancy occurs.

The duties of the officers are as follows:

The Chairman presides at meetings and performs other duties that are considered customary of the Chairman, including signing the minutes.

The Vice-Chairman/Secretary shall preside, and may act, in the absence of the Chairman and shall also keep a permanent record of all meetings of the Board and its committees, shall give timely notice of all Board meetings to the Board and to the public, shall sign the minutes and perform other such duties as required by the Board. In his/her absence, the Board may appoint a Secretary pro-tem to record the minutes of the meeting.

The Treasurer shall act as liaison with the County Auditor and Treasurer. Responsibilities include monthly reports to the library board, and keeping track of investments and general fund balance with the Treasurer's office.

The Audit Officer shall insure that the amount in the petty cash is periodically counted and reconciled by someone else. The Audit Officer also processes donations, contributions and fees as per Procedure 101p4.

Section 9. The Library Director. The Library Director is an ex-officio member of the Board and therefore has no vote on Board issues. He/she shall attend and report at regular meetings unless a leave of absence has been requested.

Section 10. Board members and employees must surrender keys at the end of term or employment.

#### **Article IV: Meetings**

Section 1: The regular meetings of the Board may be held no less than monthly at 5:00 p.m. on the second Tuesday at the Library, unless a different time and place have been agreed upon at a prior meeting and publicized appropriately. The Board of Trustees will follow an annual calendar to accomplish important board responsibilities. A calendar is included as an administrative procedure in the policy manual.

Section 2: Special meetings of the Board members may be called by the Chairman, or at the request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and its purpose will be given to each member of the Board in advance, and advertised to the public in advance of the meeting.

Section 3: Quorum. A quorum for transaction of business shall consist of a simple majority. If a quorum is not present for any meeting, the meeting will be adjourned and the Chairman will arrange for the meeting to be held as soon as practical thereafter when a quorum can be assembled.

Section 4: Order of business at regular meetings shall include:

1. Call to order
2. Public input
3. Minutes
4. Financial report
5. Directors report
6. Committee reports
7. Communications
8. Old business
9. New business
10. Adjournment

Section 5: Parliamentary Authority. Roberts Rules of Order, latest revised edition, will govern the parliamentary procedure of the meetings.

#### **Article V: Amendments**

These bylaws, policies and procedures may be amended at any regular or special meeting of the Board with a quorum present, by a majority vote of members present, providing the amendment was stated at or published in the agenda of the preceding meeting.

Policies and procedures should be reviewed annually and revised as necessary.

Effective 8/12/05, rev, 5/13/08, rev. 4/8/11

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