

WELLER PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I: NAME

The name of the organization shall be the Weller Public Library Board of Trustees.

ARTICLE II: PURPOSE

The purpose of the Weller Public Library Board of Trustees is to serve as the governing Board of the Library as required under the Revised Code of Washington Chapter 27.12 and City of Waitsburg Municipal Ordinance Section 5.01.030 and 5.01.040.

The Board will:

- 1) Adopt bylaws and policies for the library
- 2) Have supervision, care and custody of property of the library, including the building
- 3) Employ the librarian and staff, develop job descriptions, set compensation and remove them for cause
- 4) Submit annually to the City Council a budget
- 5) Have exclusive control of the finances of the library
- 6) Accept gifts of money or property for library purposes
- 7) Lease or purchase land for library buildings
- 8) Lease, purchase or erect and appropriate building or buildings for library purposes and acquire such other property as may be needed thereof
- 9) Purchase books, periodicals, maps and supplies for the library
- 10) Do all other acts necessary for the orderly and efficient management and control of the library.

ARTICLE III: MEMBERSHIP

Board of Trustees members will be appointed by the City Council. Trustees must reside in the area served by the Weller Public Library. Recommendations for new Board members will be made by the current Board. Board vacancies will be listed in the local paper with interested parties encouraged to submit a letter of interest to the Board. "A library trustee shall not receive a salary or other compensation for services as trustee, but necessary expenses actually incurred shall be paid from the library funds." RCW 27.12.190

ARTICLE IV: OFFICERS AND BOARD MEMBERS

Section 1. The officers shall be Chair, Vice-Chair, and Secretary elected by the full Board annually. Treasurer duties will be performed by the City Treasurer.

Section 2. Trustees will be appointed to a five year term on the Board. Trustees may be removed only through vote of the City Council. Washington State law limits trustees to two consecutive terms.

ARTICLE V: DUTIES OF OFFICERS

Board Chair

- Presides over all meetings, and assures that everyone has the chance to be heard and that topics are fully discussed.
- Assures that the Board follows all open meeting laws and public record requirements.
- Signs official documents.
- Works closely with the librarian between meetings. Does not make interim decisions unless the Board voted to give specific authorization.
- Acts as chief advocate for the Board to the community to government officials and to local organizations.
- Takes the lead in strategic planning.
- Facilitates the Boards Performance Review of the Librarian.

Vice-Chair

- Fulfills the duties of the Chair in the absence of the Chair.
- If the chairperson is consistently unable to preside at meetings and accomplish the chairperson's duties, the vice-chair may place a discussion item on Board agenda requesting the chair to resign or for Board members to pass a resolution requesting appointing authorities to dismiss the chair and appoint a new Board member.

Secretary

- Prepares agenda for meetings.
- Provide accurate Board minutes and records that meet the open public records requirements.
- Issuing legal notices for regular, special, executive and/or emergency meetings.
- Maintaining official Board records-this includes agendas, minutes, policy handbooks, information on appointment and terms for Board members, committee appointments and reports, etc.
- Receives and distributes Board correspondence, assuring that the Board of librarian promptly handles communications.

ARTICLE VI: MEETINGS

Regular meetings will be held once a month on the second Tuesday of the month. These meetings may be held jointly with the Friends of the Library Board meetings. Additional meetings may be held in support of specific events. Attendance at a minimum of eight (8) regular meetings per year is required to be a member in good standing. A quorum consists of 3 out of the 5 Board members.

ARTICLE II: COORDINATION

The Board of Trustees may hold all regular meetings with the Friends of the Library Board to maximize use of time and resources. The two Boards may elect to share officers, such as Secretary and Trustee. A member of the Trustees will attend the Friends Meetings

The Librarian shall support the Board by performing the following:

- Attend all regular, special and emergency meetings.
- Implements the annual work plan as prepared by the Board.
- Contributes to development of the annual budget.
- Recommends new or revised policies, providing language.
- Contributes to long-range and strategic planning.
- Orients new Board members to library operations.
- Coordinates with the Friends of the Library.
- Coordinates and works with city officials.
- Contributes to development of grant proposals.
- Submits annual statistical report to the Washington State Library.
- Represents the library to the community.
- Attend regular scheduled biannual visits with the State Librarian.
- Carry out performance reviews of the staff.

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended at any regular meeting of the organization by a vote of the majority of those present.

Approved April 11, 2023

Mike Hubbard, Chair 8/23

Sherri Erikson 8-24

Marie Gagnon 8-24

Rebecca S. Wilson 8/26

Jim Leid 8-27