



**Library Board of Trustees Meeting Agenda
Wednesday January 11, 2023
Held HYBRID at City Hall Council Chambers & via Zoom
1:00 PM**

The Library Board will participate in person at Council Chambers. The public can participate via the following:

In person at the Council Chambers

Submit written Public Comment prior to 11 a.m. on January 11, 2023

Join the Zoom meeting

Questions or need assistance? Please contact Library Director at jhumble@libertylakewa.gov.

- Call to Order
- Approval of Agenda
- Comments
 - Public
 - Mayor
- Approval of Minutes from December
- Reports
 - City Administrator: Mark McAvoy
 - FOLLML : Kim Girard
 - City Council : None
 - Library Director : Jandy Humble
- Business
 - New Business
 - Review of Library Policies
 - Ongoing Business
 - Update on library ordinance

Action Item

- Vote to approve the Library Board of Trustee Updated Bylaws (Copy of bylaws below)
- Vote to approve the 2023 Officers

Next Meeting Date – February 8, 2023 in person at city hall and virtually via Zoom

Adjournment

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming Library Board meeting, please email your comments to jhumble@libertylakewa.gov by 11:00 a.m. the day of the meeting and include all of the following information with your comments:

The meeting date

Your first and last name

If you are a Liberty Lake resident

The agenda item(s) which you are speaking about

JOIN ZOOM MEETING

Jandy Humble is inviting you to a scheduled Zoom meeting.

Topic: Library Board Meeting

Time: Jan 11, 2023 01:00 PM Pacific Time (US and Canada)

Every month on the Second Wed, 12 occurrence(s)

Join Zoom Meeting

<https://us02web.zoom.us/j/86048748533?pwd=bjZ5S04yMEIwVnZBWGt2RUIGVIVudz09>

Meeting ID: 860 4874 8533

Passcode: 666362

One tap mobile

+12532158782,,86048748533#,,,,*666362# US (Tacoma)

Bylaws of the Board of Trustees Liberty Lake Municipal Library

Article I

Identification

The name of the library is the Liberty Lake Municipal Library, located in Liberty Lake, Washington (hereinafter LLML). Oversight of the LLML is vested in the LLML Board of Trustees (hereinafter "Trustees" or "Board").

Article II

Purpose

The Trustees represent the library both to the people and to the governing officials. It is the Trustee's obligation: to recommend and advocate for adequate funds for good library service; to promote the best possible use of all library resources in the area; to improve the existing library; and to extend library service to those not previously served. Except as otherwise provided in Ordinance 119 (as updated from time to time) or State law, the management of the LLML shall be vested in the Board of Trustees.

Article III

Board of Trustees

Section 1. Number and Qualifications

- A. The Board is composed of five (5) members as appointed by the Mayor of the City of Liberty Lake with the consent of the Liberty Lake City Council.

Section 2. Term of Office

The first appointments to the Board shall be for a term of one (1), two (2), three (3), four (4) and five (5) years, respectively. Thereafter, a Trustee shall be appointed annually to serve a term of five (5) years. No person shall be appointed to the Board for more than two (2) consecutive terms. A Board member, after serving two (2) consecutive terms, may apply and receive appointment to a vacated seat, provided that person has been off the Board for a period of one year.

Section 3. Disqualifications, Vacancies

If a member has a conflict of interest as to any particular matter, the member shall not participate in any discussion or vote on the matter which is the subject of the conflict. Any member who moves out of the political subdivision he/she represents, or who has a continuing conflict of interest, shall be responsible for notifying the Secretary of the Board and resigning. Upon receipt of such notification and resignation, the position shall be declared vacant, whereupon the Secretary shall notify the Mayor of the vacancy. When any Trustee fails to attend at least three consecutive regular monthly meetings of the Board, or misses four convened regular monthly meetings within any twelve-month period, the Board may declare his/her position vacant. Vacancies on the Board shall be filled for any unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen.

Section 4. Officers

- A. Officers of the Board shall be a President and a Secretary, each of whom shall be elected to a two (2) year term by majority vote of the Board every odd year at the January meeting of the Board.
- B. The duties of the officers are as follows:
 - o The President shall preside at meetings and perform such other duties as custom and law devolve upon the President.
 - o The Secretary shall keep an accurate record of all proceedings of the Board meetings.
- C. Board members shall serve in liaison positions to the City Council and the Friends of the Library. Members of the Board shall be rotated in these liaison positions on two (2) year terms or as otherwise appointed by the Board. Liaison positions to other organizations will be filled by Board members as needed.

Article IV

Meetings

Section 1. The Board shall meet once each month at the City Hall, Library, or at the time and place posted publicly.

Section 2. Special meetings

Special meetings of the Board may be called by the President or upon written request of three (3) members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least twenty-four hours in advance of the meeting.

Section 3. Quorum

A quorum for votes and transaction of business shall consist of a simple majority of the Board.

Section 4. Order of Business at regular meetings shall be:

1. Call to order
2. Approval of Agenda
3. Comments
4. Approval of minutes
5. Reports
- 6.
7. Business
8. Action Items
9. Next regular meeting
10. Adjournment

Section 5. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

- 3 -

Section 6. Duties and Privileges of Citizens:

1. Meeting Participation: Citizens are welcome at all LLML Board meetings and are encouraged to attend and participate. Recognition of a speaker by the President is a prerequisite for an orderly and effective meeting. It is expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the subject under consideration.
2. Citizen Comments: Under the agenda item "Public Comments," citizens may address any item they wish to discuss with the Board of Trustees. They shall first obtain recognition by the President, state their name, address and subject of their comments. The President shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the President or Board may deem necessary. Following such comments, if action is required or has been requested, the President may place the matter on the current agenda or a future agenda or refer the matter to a special committee for action or investigation and a report at a future meeting.
3. Subjects on the Current Agenda: Any member of the public who wishes to address the Board on an item on the current agenda shall make such a request to the President.
4. Manner Addressing the Board: All remarks shall be addressed to the Board and not to any individual member. No questions shall be asked of the Board members.
5. Written Communications: Interested parties, or their authorized representatives, may address the Board by written communication in regard to any general matter concerning the LLML. The written communication may be submitted by direct mail or by addressing the communication to the Library Director who will distribute copies to the Board members. If appropriate, the subject of the communication will be placed on the agenda for the next scheduled Board meeting. The communication will be entered into the record, if requested by the party.
6. "Out of Order" Comments: Any person whose comments have been ruled out of order by the President shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, disparaging or otherwise disruptive remarks after being ruled out of order by the President may subject to removal from the meeting.

Article V *Committees*

Section 1. Board Committees

The President, in the exercise of his/her discretion, may appoint Board members or other interested parties to such Committees as may be necessary to fulfill the duties set forth in Article VI.

Section 2. Ad Hoc committees

Ad Hoc committees for the study of special problems will be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been delivered.

Updated December 14, 2022

Article VI

Duties of the Board of Trustees

The Board shall have the power and duty to do the following:

1. Adopt such bylaws, rules and regulations for the guidance of the Board and for the use of the LLML.
2. Make recommendations to the City Council concerning functions, authority, compensation and duties of the City Librarian.
3. Make a recommendation to the Mayor concerning the appointment of the City Librarian qualified under RCW 27.04.055.
4. Submit annually to the City Council a budget containing detailed estimates of the amount of money necessary for the LLML for the ensuing year.
5. Submit annually to the City Council the annual report.
6. Perform any and all other acts necessary for the orderly and efficient management and control of the library.

Article VII

Librarian

The LLML Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Mayor and the Board of Trustees. The LLML Director shall be held responsible for the care of library equipment, for the employment and direction of the staff, for the efficiency of LLML's service to the public, and for the operation of the LLML under the financial conditions set forth in the annual budget. The LLML Director shall attend all Board meetings.

Article VIII

Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting (or "issued in the call to order", or "was sent to the members at least thirty days prior to the meeting").

These bylaws will be in force upon adoption by the Library Board of the Liberty Lake Municipal Library on the _____.

President

Board Members

ATTEST:

Library Director