

Yakima County Library District aka
Yakima Valley Libraries

Board of Trustee Bylaws

Article I Purpose, Powers and Responsibilities

Section 1 Name: The legal name of this municipal corporation, which is a Rural County Library District duly established pursuant to the Revised Code of the State of Washington (RCW), shall be Yakima County Library District, which is also doing business as Yakima Valley Regional Library and Yakima Valley Libraries. The public name of this library shall be known as Yakima Valley Libraries.

Section 2 Purpose: The purpose of the District is to provide public library services to the residents of unincorporated Yakima County and the residents of towns and cities that annex to or contract with Yakima County Library District for library services. The Board shall exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington (RCW 27.12), and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

Section 3 Governing body: The governing body of Yakima County Library District shall be a Board of Trustees (the Board), per RCW 27.12.190.

Article II Board of Trustees and Officers

Section 2.1 Appointments and Terms: The appointment, compensation and removal of Trustees are governed by RCW 27.12.190. The Board shall consist of five members who are appointed by the Yakima County Commissioners. One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms. It is the intention that there be representatives both from the incorporated and unincorporated areas of the county appointed to the Board.

Section 2.2 Officers: The officers of the Board of Trustees shall consist of a President, Vice-President, and Secretary. The Treasurer shall be the Treasurer of Yakima County, Washington.

Section 2.3 Elections: The Board of Trustees will elect a President, Vice-President, and Secretary at its regular January meeting. Officers will be selected from members who have served at least one year on the board. These officers shall serve a one-year term, January 1 through December 31 of the year following their election, or until successors are duly elected. Officers may serve for more than one consecutive term. The Board will

also replace a President who resigns from the Board of Trustees or from the position of President when needed.

Section 2.4 Duties of President: The President shall preside at all meetings at which he/she is present; plan each meeting agenda with the Director and work with the Director between meetings; function as an advisor to the Director on sensitive topics; authorize special meetings; appoint committees, serving as an ex-officio member of each; execute authorized documents; and perform all other duties associated with that office. The President shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; however, the President may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.

Section 2.5 Duties of Vice-President: The Vice-President shall preside at all meetings at which the President is not present, and assume and perform the duties and functions of the President. The Vice-President may serve on any committee or as a Board liaison.

Section 2.6 Duties of Secretary: The Secretary shall assure that a true and accurate record is maintained of all meetings of the Board, sign approved minutes and all copies of acts and resolutions of the board, and perform such other acts as generally pertain to the office of the Secretary. If both the President and the Vice-President are absent, but a quorum is present, then the Secretary shall act as President Pro Tem to conduct meeting.

Section 2.7 Treasurer: The Treasurer (Yakima County) shall receive all funds of the Yakima County Library District (Yakima Valley Libraries) and shall disburse the same upon warrants issued by the Library District. Method of authorization, disbursement, and signatories will be under the guidance of YVL Policies and Procedures, the Revised Code of Washington, and State of Washington's Auditor's Office.

Section 2.8. Claims: To pay claims against the District (Yakima Valley Libraries), the Board of Trustees have adopted policies and procedures as outlined in RCW 42.24.180 and Part 2, Chapter 6 in the State of Washington's BARS Manual. These processes will be subject to changes as reflected in the Revised Code of Washington and the State Auditor.

Individual Trustees may review any and all claims (bills) to be paid, by making an appointment with the Library Director or the Operations Manager.

Article III Duties of the Board

Section 3.1 Duties: The Board shall provide the policy and legislative direction for the District and its administrator, pursuant to RCW 27.12.210 and the policies it adopts. The Board may adopt policies that provide direction for specific activities of the District.

Each policy shall be reviewed by the Board and revised as necessary. A quorum of the Board is required for policy adoption or revision.

Section 3.2 Committees: The President may designate ad hoc or standing committees from among its membership and specify purpose and duration. No committee shall have other than advisory power, unless it is granted specific power to act by the Board.

The board may name one or more members to serve as liaison to any formal or informal group or committee. At least one Board member shall be designated to be voting member(s) of the Board of Directors of the Library Foundation.

Article IV Meetings of the Board of Trustees

Section 4.1 Open Public Meetings: All meetings of the Board of Trustees are subject to Washington State's Open Meetings Act (42.30 RCW), as defined in statute and administrative code. Meetings will be conducted according to the provisions of the Act.

Section 4.2 Schedule: Meetings shall be held approximately monthly. The date, hour, and location shall be established by the Board. A tentative schedule for the year will be set no later than the January meeting.

Section 4.3 Agenda: The agenda of the regular meetings will be to take formal action on items of business of interest to the Board of Trustees and the Library District, to receive and deliver reports, to provide in-depth exploration of critical issues, to review the Library's progress, to educate Board members on current and developing practices and trends, and to hold hearings.

Section 4.4 Special, Emergency, and Study Sessions: Special or emergency meetings, or study sessions, of the Board of Trustees may be called at any time, in accordance with law and regulation, at the request of the President or a majority of the Board.

Section 4.5 Telephone Meetings: Telephone meetings, or attendance by telephone, may substitute for in-person regular business or special meetings, provided that the meeting is announced as an open public meeting in accordance with state law and regulation, the meeting announcement includes specification of the central site for the telephone meeting, and minutes are reviewed and approved at the next regular business meeting. All participants must be notified in advance if the meeting is to be tape recorded.

Section 4.6 Executive sessions: Executive sessions may be held at the request of any Board member or the Director, with the concurrence of the President, or Vice-President, for any purpose for which executive sessions may be held under state law. Executive sessions may be held as part of any meeting and shall follow all procedures prescribed by state law.

Section 4.7 Compensation: Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds. Trustees who use their private vehicles to attend Board meetings or for any business of the Library may be reimbursed on mileage basis, or for lodging, transportation, meal, or other expenses, on an actual expenses basis.

Section 4.8 Procedure: Rules of Order, to the extent required at regular business meetings, will be conducted according to Robert's Rules of Order, except as otherwise provided herein.

Section 4.9 Minutes: The Director will arrange for minutes of regular and special meetings. Minutes will be maintained in accordance with state law.

Section 4.10 Quorum: Any three Board members shall constitute a quorum for the transaction of business. If only a quorum is present, a majority of the quorum shall be sufficient to transact business. If more than a quorum is present, all matters shall be decided by a majority of those Board members present.

Section 4.11 Voting: A voice vote shall suffice for action requiring a vote of the Board of Trustees. If the President cannot determine the outcome of a voice vote, or if any Board member so requests, the President may conduct a roll call vote.

Section 4.12 Board as a Body: The Board acts as a body in making decisions and announcing them. No Trustee shall speak or act for the board without prior authorization of the Board, except as otherwise provided for in these bylaws.

Section 4.13 Absences: It is the intention of the Board to maintain full representation of the members in all policy-making decisions; therefore, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the President in advance of the pending absence.

Section 4.14 Conflict of Interest: When an item may represent a conflict of interest for a Board member, that member will publicly recuse himself or herself from discussion and action on that item. The minutes of the meeting will reflect the fact that the member did so. There will be no proxy voting.

Article V Library Director and Staff

Section 5.1 Appointment: The Board of Trustees shall appoint and employ a librarian, who has a Masters degree from an ALA accredited institution of higher education or who is eligible to be certified by the Washington State Library, who shall be the executive and administrative officer of the Library District (Yakima Valley Libraries).

Section 5.2 Duties: The Director shall perform all of the duties required by law and such other duties on behalf of and under the review and direction of the Board of Trustees

for the administration and overall operation and maintenance of the Yakima Valley Libraries and all of its community libraries and services.

Section 5.3 Delegation: The Board of Trustees has authorized the Director to generate, maintain, and sign any and all routine and general contracts and agreements to maintain daily operations of the Library District and to complete Library District projects or provide professional services whose substantive work has been approved by motion or resolution.

Section 5.4 Staff for Board Meetings: The Director shall prepare materials for meetings, provide for meeting arrangement, keep minutes of the meetings and transactions of the Board of Trustees, and execute documents and correspondence on the Board's behalf as directed by the President. The Director will not be considered a member of the Board of Trustees for any purpose and will not vote on any issue before the Board. Board agenda and supporting documents shall be furnished to Trustees approximately one week prior to the Board's scheduled meeting.

Section 5.5 Compensation: The Board of Trustees shall set the salary and benefits for the Director and shall review them periodically.

Section 5.6 Performance evaluation: The Board shall evaluate the Director's job performance annually and concur in the setting of yearly goals for the Director, within the approved job description.

Section 5.7 Acting Director: During a short-term absence, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Director.

Article VI Amendment

These bylaws may be amended at any regular meeting of the Board of Trustees upon notification of all Board members of the amendment at any regular business meeting in which the bylaws are to be amended. These bylaws may be suspended at any meeting by a majority of the Board members present.

Adopted: March 27, 1951
Revised: N/D
 February 22, 2000
 September 28, 2004
 October 26, 2004
 January 31, 2005
 July 25, 2006
 August 26, 2008