

## ANACORTES PUBLIC LIBRARY

### **BY-LAWS OF THE BOARD OF TRUSTEES**

#### ARTICLE I Identification

The name of the organization is the Anacortes Public Library Board of Trustees in Anacortes, Washington.

#### ARTICLE II **Purpose**

The purpose of the Anacortes Public Library Board is as an advisory board whose role is to represent the library both to the citizens and the appropriate governing officials of the City of Anacortes.

#### ARTICLE III **Members of the Board**

##### Section 1. Number and Qualifications:

The Library Board, composed of five members appointed by the Anacortes City Mayor with consent of the City Council, represents the citizens of Anacortes. Appointments to the Anacortes Library Board are not limited to residents of the city of Anacortes, though a majority of the Board members must be City residents. Prospective Board members should be available to commit to a five-year term of office; to attend regular monthly Board meetings, retreats, special events, etc. (some of which may be out of town); and to participate on at least one Board or related library committee. They should also be able to listen and give credibility to all points of view and endeavor to represent different aspects of Anacortes' community life and its diversity. They should also be library users and have a sincere commitment to the purpose and mission of the library.

##### Section 2. Terms of Office:

Trustees (as noted above) are appointed for a five-year term, unless the appointment is to fill an unexpired term. No Board member may serve longer than the term or unexpired term to which he or she has been appointed, unless that person is reappointed by the Mayor. No Board member may serve more than two full consecutive terms. (Note: A member appointed to serve an unexpired term who serves more than half that term is considered to have served a full term of office.) A former Board member may be reappointed to the Board after a lapse of one year, regardless of the previous number of full terms served. Trustee terms will be established so as to begin on the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> day of December of the fifth year of appointment. An appointment to a full term delayed for any reason beyond the 1<sup>st</sup> day of January

will be considered as an appointment to fill an unexpired term. Terms will be sequenced to ensure only one full term expires at the end of each calendar year.

Section 3. Disqualifications and Vacancies:

Any Trustee who misses three consecutive meetings or five meetings within one year without prior notification of his/her absence may be removed from office by Board recommendation to the Mayor, and subsequent vote by the City Council. Vacancies on the Board shall be filled via publication of the vacancy and request for interested candidates. Final candidate selection will be made by the Mayor with consent of the City Council.

Section 4. Officers :

- Officers of the Board: Will be President, Vice-President, and Secretary.
- Election of Officers: Officers will be nominated and elected at the regular annual meeting in **April** and will formally take office in May. The following scheduled actions should take place during the April meeting:
  - As “New Business,” the presiding officer shall ask for nominations for the President, Vice President, and Secretary positions from the Board members present. An officer may succeed himself/herself. Following any necessary discussion, officers for the upcoming year will be elected by a quorum vote from those nominated.
- Officer Vacancies: Vacancies in office will be filled by a quorum vote--in person or by proxy--of the remaining members at the next regular meeting of the Board after the vacancy occurs.
- Duties of the Officers of the Board: The duties of the officers are as follows:
  - The President presides at meetings of the Board and performs other duties considered customary of the President.
  - The Vice President assumes the duties of the President in the event of the absence or disability of the President.
  - The Secretary will keep an accurate record of all proceedings of the Board meetings.

Section 5. The Library Director:

The Library Director is an ex-officio member of the Board and therefore has no vote on Board issues.

Section 6. Ethics:

The Board of Trustees follows the Code of Ethics set forth in Chapter 7, page 7.2, in the WSL Public Library Trustee Reference Manual.

ARTICLE IV  
Meetings

Section 1. Regular Board Meetings: The Library Board will meet monthly on a date and time to be decided at the preceding meeting. The meeting will take place at the Anacortes Library or at the place designated during the preceding meeting. The April meeting will be the annual

meeting, at which officers for the next year will be elected. The annual evaluation of the Library Director will take place during the 4<sup>th</sup> Quarter of each year (see Addendum for suggested procedural steps for conducting the evaluation). Meetings are open to the public and will be announced in the local media.

Section 2. Special meetings of the Board: May be called by the President, or upon the written 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 at least seven days in advance of the meeting.

Section 3. Quorum: A quorum for transaction of business will consist of a simple majority.

Section 4. Order of Business at Regular Board Meetings will be:

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|----------------------------------|-------------------------|
| 1. Call to Order                 | 8. President's Report   |
| 2. Petitions to the Chair        | 9. Director's Report    |
| 3. Visitors and Staff            | 10. Committee Reports   |
| 4. Adoptions/Amendment to Agenda | 11. Communications      |
| 5. Minutes                       | 12. Unfinished Business |
| 6. Financial Report              | 13. New Business        |
| 7. Approval of Bills             | 14. Adjournment         |

Section 5. Parliamentary Authority: Robert's Rules of Order, latest revised edition, will govern the parliamentary procedure of Board meetings.

## ARTICLE V Amendments

These by-laws may be amended at any regular meeting of the Board with a quorum present, provided the proposed amendment was stated at the preceding meeting.

Approved September 1981  
Reviewed April 1983  
Revised August 1992  
Revised January 2002  
Revised December 2005  
Revised May 2007  
Revised June 2009  
Revised July 2009  
Revised September 2011

## ADDENDUM

#### Suggested Procedural Steps re Conducting the Library Director's Annual Evaluation

- **September:** The September meeting should have a required time set aside in Executive Session for the Library Director to be given an opportunity to go over her/his goals set with the Mayor the prior year, and to present how and why he/she feels those goals were met, those that were not met and why, and what additional goals were accomplished.
- **4th Quarter:** Evaluation of the Library Director will be discussed with the Board as a whole in an announced Executive Session before the formal October Board meeting to come up with a final Evaluation reflecting consensus opinion on each item evaluated and any associated "comments." *Note: The **Public Library Trustee Manual (page 24)** states the "evaluation should be a positive experience, a time when the board can officially recognize the talents and skills of the director. Since evaluation is a constant process, suggestions for improvement can be offered by the board as part of a continuing effort towards a shared and dynamic future."* The October Board meeting should include an announced **Executive Session** at the conclusion of the formal meeting for the Board to present its final Evaluation to the Library Director, and for the Library Director to have adequate time to read and respond to the evaluation. The Officers of the Library Board will meet with the Mayor during the 4<sup>th</sup> Quarter to share their perspective of the Library Director's performance. With this information, the Mayor will be better equipped to prepare the Library Director's performance appraisal.