



**SPOKANE PUBLIC LIBRARIES**

**DOCUMENT #10.1.4**

**EFFECTIVE DATE: May 1999, Revised April 2008**

**SUBJECT: BYLAWS OF THE BOARD OF TRUSTEES**

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**Article I**  
Identification

The name of the library is the Spokane Public Library, located in Spokane, Washington (hereinafter "SPL"). The management and control of SPL is vested in the Spokane Public Library 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 see that adequate funds are obtained for good library service; to promote the best possible use of all library resources in the area, to improve existing libraries; and to extend library service to those not previously served.

**Article III**  
Board of Directors

Section 1. Number and Qualifications

- A. The governing body of the library is composed of five (5) members as appointed by Mayor of the City of Spokane with the consent of the Spokane City Council.
- B. The Board of Trustees may, from time to time, by motion and approval of a simple majority of the Board, appoint a person or persons to be designated as "Trustee Emeritus" to serve and assist the Board of Trustees. The Trustees Emeritus shall have the privileges accorded voting members of the Board as may be granted by motion of the Board of Trustees from time to time with the exception of the right to vote. As a non-voting member, the Trustee Emeritus shall not be eligible to hold office on the Board or to head a subcommittee or the Board but shall be invited to and may participate in all meetings of the Board, regular and special, with the exception of Executive Sessions of the Board. The Emeritus member shall be subject to the Bylaws of the Board related to conflicts of interest, but shall not have a specific term of office and shall not be subject to the requirement of regular attendance, and shall not be counted for purposes of determining a quorum of the Board.

- C. No provision of Article 3, Section 1. B. shall be interpreted to expand the number of trustees or scope of authority of the Board of Directors as established in RCW 27.12.190.

## Section 2. Term of Office

The term of office of Trustees shall be five (5) years. No Trustee shall serve more than two consecutive terms. If a member is appointed to serve an unexpired term of office, it shall not be considered a full term of office. However, no Trustee shall serve more than 13 years.

## 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 of Trustees. Upon receipt of such notification, 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.

## Section 4. Officers

Officers of the Board shall be a chairperson, vice-chairperson and secretary. Officers shall be elected at the regular annual meeting. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

The secretary need not be a member of the Board.

The duties of the officers are as follows:

The chairperson shall preside at meetings and perform such other duties as custom and law devolve upon the chairperson.

The vice-chairperson shall assume the duties of the chairperson in the event of the absence or disability of the chairperson.

The secretary shall keep an accurate record of all proceedings of the board meetings.

## **Article IV** Meetings

Section 1. The Board shall meet once each month at the Downtown Library or at the time and place designated at the previous meeting. The April meeting shall be the annual meeting.

#### Section 2. Special meetings

Special meetings of the Board may be called by the chairperson 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 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. Visitors
3. Proposed agenda adoption or changes
4. Approval of minutes
5. Approval of Bills/Contributions
6. Monthly financial report
7. Performance report
8. Chairman's report
9. Library Director's report
10. Foundation report (bimonthly)
11. Communications
12. Unfinished business
13. New business
14. Additional agenda item/changes to the agenda
15. Public comment
16. Next regular meeting
17. Executive Session
18. Adjournment

#### Section 5. Parliamentary Authority

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

### **Article V** Committees

#### Section 1. Committees

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

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

## **Article VI**

### Duties of the Board of Trustees

The Board shall perform all duties and have all powers as set forth in RCW Chapter 27.12, entitled Public Libraries, namely:

1. Adopt such bylaws, rules and regulations for their own guidance and for the government of the library as they deem expedient;
2. Have supervision, care, and custody of all property of the library, including rooms or buildings constructed, leased, or set apart therefore;
3. Employ a librarian, and upon his recommendation, employ such other assistants as may be necessary, all in accordance with the provisions of RCW 27.08.010, prescribe their duties, fix their compensation, and remove them for cause;
4. Submit annually to the legislative body a budget containing estimates in detail of the amount of money necessary for the library for the ensuing year;
5. Have exclusive control of the finances of the library;
6. Accept such gifts of money or property for library purposes as they deem expedient;
7. Lease or purchase land for library purposes;
8. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefore;
9. Purchase books, periodicals, maps, and supplies for the library;
10. Do other acts necessary for the orderly and efficient management and control of the library; and
11. Submit annually to the legislative body of the City of Spokane the annual report required by RCW 27.12.260.

## **Article VII**

### Librarian

The librarian 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 Board.

The librarian shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The librarian shall attend all Board meetings.

**Article VIII**  
Amendments

These bylaws may be amended at any regular meetings 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 Spokane Public Library on the 19th day of May, 1999.

\_\_\_\_\_  
Chairperson

BOARD MEMBERS

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ATTEST:

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Library Director

*Policy originally adopted by the Board of Trustees in May 1999 and then revised in April 2003, April 2008*