

Bylaws
of the
Longview Public Library Board of Trustees

1. Organization:

1.1 Purpose:

The Longview Public Library Board of Trustees is an advisory board to 1) the Longview Public Library Director on all matters pertaining to the management of the Longview Public Library; and 2) the Longview City Council on matters pertaining to the Library.

1.2 Membership:

The Longview Public Library Board of Trustees shall consist of five (5) members, appointed by the Mayor of Longview and approved by the Longview City Council for staggered terms of five (5) years; members may be reappointed to serve for only two (2) consecutive terms. (RCW 27.12.190) Up to two members may reside in the Cowlitz County Partial-County Rural Library District.

1.3 Officers:

The officers of the Longview Public Library Board of Trustees shall consist of a Chair and a Vice-Chair and will be elected by a majority vote at the annual meeting. The Library Director, or designee, will serve as Secretary.

1.4. Committees:

Committees may be appointed by the Chair as needed.

2. Duties and Responsibilities:

2.1 Trustees:

The Board of Trustees serve in an advisory capacity to the Library Director and to the City of Longview in matters pertaining to the Longview Public Library. They establish and review Library policies to promote outstanding service to the public; review the Library's annual budget and monthly expenditures; review Library programs and activities; and monitor building repairs and improvements. They are committed to supporting the Library Bill of Rights and advocating for the public library in the community. The Board of Trustees may make funding requests for projects which improve Library service, facilities and collections through the City's annual budget process; through the City's capital improvement project process; through the Longview Library Foundation; and/or through the Friends of the Longview Public Library. (Both the Library Foundation and the Friends of the Longview Public Library will consider funding requests from the Board of Trustees, but each organization operates independently of each other and of the Board of Trustees in making funding decisions.)

2.2 Officers:

It shall be the duty of the Chair to preside at all meetings, call all special meetings, appoint all committees, ~~represent~~ **designate a representative to the Trustees** on the Board of the Longview Library Foundation, and perform such other duties as the office may require. In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.

2.3 Library Director:

The Library Director, who is a department head for the City of Longview, shall be considered the manager of the Library. He/she reports directly to the City Manager or the Assistant City Manager of the City of Longview. The Library Director is charged with responsibility for 1) the appointment and discharge of employees within the guidelines established by the Human Resources Department of the City of Longview; 2) the care and maintenance of the Library facility; 3) the direction of the provision of all services and collections to the public; 4) the purchase of all books, digital resources, and supplies needed by the Library; and 5) the preparation and administration of the Library's annual budget, which is a part of the budget of the City of Longview.

The Library Director shall notify each Board member of Board meetings, shall inform the board regularly on Library finances, programs and services, and solicit their advice and their advocacy with the public. The Library Director is also responsible for maintaining a record of all proceedings of the Library Board and all correspondence and documents belonging to the Board, and for acting as a liaison between the Board and the management of the City of Longview and the Longview City Council.

3. Meetings

3.1 Regular Meetings: The regular meetings of the Library Board of Trustees shall be held on the first Monday of each month at 4:00 p.m. in the Board Room of the Library building. These meetings are open to the public.

3.2 Annual Meeting: The annual meeting, which shall be for the purpose of electing officers and appointment of committees, shall be held at the time of the regular meeting in January of each year.

3.3 Special Meetings: Special meetings of the Board may be called at any time by the Chair, or by petition from a majority of the members. Notice of such special meeting shall be in compliance with the Washington State Public Meeting Act of 1971 (RCW 42.30).

3.4 Quorum: Three members of the Board shall constitute a quorum.

3.5 Attendance: Attendance is essential for effective function of the Board, and is mandatory for all members. Any Trustee who does not attend a minimum of two-thirds of the regular meetings during each calendar year, or who misses two consecutive meetings without requesting a leave of absence from the Chair, shall be considered to have resigned from the Board.

3.6 Order of Business: The order of business at all regular meetings shall be as follows:

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Approval of Claims
- Approval of Surplus Materials
- Constituent Comments
- Chair's Report and Board Member Reports
- Library Director's Report
- Other Business
- Executive Session (if necessary)
- Adjournment

4. Amendment of Bylaws

The Bylaws may be amended at any regular meeting of the Board at which a quorum is present, by a majority vote, provided notice of the proposed amendment has been given to the Board members at the last preceding regular meeting.

Approved by the Longview Public Library Board of Trustees: February 7th 2022