

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO. 2017- 178**


**RESOLUTION APPROVING AMENDMENTS TO THE BY-LAWS OF THE KITTITAS  
COUNTY REGIONAL LIBRARY BOARD**

- WHEREAS:** On January 16, 1996 the Kittitas County Board of Commissioners approved Resolution No. 96-09, which established the Kittitas County Regional Library Board; and
- WHEREAS:** On August 15, 2017 the Kittitas County Regional Library Board reviewed and recommended an amendment to the current By-Laws;
- WHEREAS:** The proposed amendment to the Kittitas County Regional Library Board Bylaws adds an option for the Central Washington University's Brooks Library Board to appoint a member if they decide to participate; and
- WHEREAS:** The Kittitas County Board of Commissioners has the authority to establish and alter the Kittitas County Regional Library Board By-Laws by Resolution;
- NOW, THEREFORE, BE IT RESOLVED:** that the Kittitas County Board of Commissioners hereby affirms and approves the attached By-Laws as recommended by the Kittitas County Regional Library Board.

Dated this 7<sup>th</sup> day of November 2017.


**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Paul Jewell, Chairman

  
\_\_\_\_\_  
Laura Osiadacz, Vice-Chairman

  
\_\_\_\_\_  
Obie O'Brien, Commissioner



  
\_\_\_\_\_  
Julie Kjorsvik, Clerk of the Board

## KITTITAS COUNTY REGIONAL LIBRARY BOARD

BY-LAWS

Revised January 31, 2007; August 25, 2010, August 15, 2017)

### ARTICLE 1 - PURPOSE

The Kittitas County Regional Library Board exists by virtue of the provisions of Resolution No. 96-9 approved by the Commissioners of the County of Kittitas, on January 16, 1996, and by virtue of appointments to the Board by the Councils of the cities of Cle Elum, Ellensburg, Kittitas, and Roslyn (Incorporated herein as Attachment A) and exercises the authority and assumes the responsibilities delegated to it by said Resolution. The purpose of this Board is to fulfill the mission, goals and objectives for Public Library service as developed by the citizens' committee for the Kittitas Valley Regional Library in 1995 (Incorporated herein as Attachment B) and the Policies of the Board (Attachment C). All proposals and recommendations of the Board are subject to review and approval by the Commissioners of Kittitas County.

### ARTICLE II - OFFICERS

Section 1. Officers carry out the decisions of the Board under its adopted policies.

Section 2. The officers shall be Chairperson and Secretary, in the following rotation; Chairperson: 1996 - Cle Elum member; 1997- Roslyn member; 1998 - Ellensburg member; 1999 - Kittitas member; Secretary, same rotation beginning with Roslyn member in 1996. If a member is unable to serve, the rotation shall continue with the next member in line.

Section 3. The Chairperson and Secretary shall serve rotating terms of one year from the first meeting of the calendar year.

Section 4. The Chairperson shall preside at all meetings of the Board, call special meetings, appoint all committees, insure that a true and accurate record is maintained of all meetings and documents of the Board, announce meetings according to public meeting law, and perform all other duties associated with that office.

Section 5. In the event of the absence of the Chair, a chair pro tem shall be selected by the Board for that meeting only, and this person shall assume and perform the duties of the Chair.

Section 6. The Secretary shall keep a true and accurate record of all proceedings of the Board meetings and other records and documents. The Secretary shall serve as historian, preserving the records of the Board.

Section 7. The Finance Officer shall do budget record keeping and coordinate and document approved expenditures, payments, and reimbursements according to adopted policy and procedures. The Officer shall work with the County Budget Director to assure that proper financial records are created and preserved. The Finance Officer shall be the Ellensburg Public Library manager unless a quorum of the Board decides to elect another member.

Section 8. The official records of the Board shall be preserved in the Ellensburg Public Library each year and shall be safeguarded as an official

public record. The Secretary shall also deposit copies of these documents with the office of the County Commissioners, and may provide them to the participating cities as needed.

#### ARTICLE III - BOARD MEMBERS

Section 1. The Board is composed of the public library managers employed by the four city libraries, when appointed by their respective City Councils to serve on the Board for the purpose of providing regional library service. The Thorp and Easton School Boards and Central Washington University's Brooks Library Board may each appoint a member if they decide to participate. A member at large is appointed by Kittitas County Commissioners to represent unincorporated areas of the County and incorporated cities without public libraries. Official action must be taken by the appointing body for membership on the committee to be effective. Without official action, the member has no authority to participate.

Section 2. The Board operates as long as the regional library effort continues to be funded by County Commissioners, and the appointing bodies choose to participate in the regional library effort. Members' terms begin with their appointment and continue for the duration of their employment in their respective libraries. The member at large is limited to two consecutive terms of three years each.

Section 3. Each member of the Board shall furnish the Secretary with copies of documents from their respective city governments and/or Library Boards, such as resolutions, minutes, appointments, etc. having to do with the Board and its projects.

Section 4. Members at large shall provide the Secretary with copies of such documents from the County of Kittitas.

#### ARTICLE IV - COMMITTEES

Section 1. Special committees for the study and investigation of special projects may be appointed by the Chair with consensus from the Board. Such committees shall serve until the completion of the work for which they were appointed.

Section 2. A committee shall have at least two members.

#### ARTICLE V - MEETINGS

Section 1. Regular meetings shall be held at least quarterly, the date, hour and location to be set by the Board. Special meetings may be called as needed to prepare budget proposals and conduct projects.

Section 2. The annual meeting, when new officers take over, shall be the first meeting of each calendar year.

Section 3. A quorum for the transaction of business shall consist of a simple majority of all current members. If decisions cannot be made by consensus, they will be made by majority vote of members at the next meeting.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items:

- (1) Call to order
- (2) Approval of minutes of previous meeting
- (3) Committee reports
- (4) Progress of projects (old business)
- (5) New business
- (6) Announcements and member reports
- (7) Set time, date, place and tentative agenda for next meeting
- (8) Adjournment

## ARTICLE VI - AMENDMENTS

These by-laws may be amended at any regular meeting of the Board with a quorum present, with the unanimous vote of all members present, providing that the proposed amendment shall have been presented for action at a previous meeting and stated in the call for the current meeting.

## ARTICLE VII - PARLIAMENTARY AUTHORITY

Robert's Rules shall be parliamentary authority on all matters not covered by the by-laws of the Board.

Originally Approved and adopted: 1996  
Date

Chairperson, Kittitas County Regional Library Board

Ray Owens  
Board of County Commissioners

| Amendments approved and adopted: 1/31/2007; 8/25/2010; 8/15/2017  
Date

Josephine Camarillo, Ellensburg  
Chairperson, Kittitas County Regional Library Board

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON

RESOLUTION

NO. 96-9

POLICY FOR CREATING THE KITTITAS COUNTY  
REGIONAL LIBRARY BOARD

WHEREAS: the Board of County Commissioners finds that it is in the best interest of Kittitas County to establish a Regional Library; and

WHEREAS: it has been determined by RCW 27.12.190 that a Regional Library shall be managed by a Regional Library Board consisting of five to seven members to be appointed in agreement with all the Governing Bodies that have Libraries in the system; and

WHEREAS: membership of the Kittitas County Regional Library Board <sup>Sec 143</sup> ~~shall~~ <sup>may</sup> consist of the Library Directors of the participating libraries; and

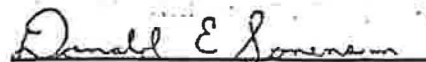
NOW, THEREFORE BE IT RESOLVED: that the following actions and polices be enacted in order to create a Kittitas County Regional Library Board.

1. The City Councils of Ellensburg, Cle Elum, Kittitas and Roslyn shall appoint their present Library Directors to the Kittitas Regional Library Board. In addition the County Commissioners would appoint one member at large to allow room for Thorp and Easton to have membership if their School Boards decide to opt in.
2. The Board shall develop a set of By-Laws, elect a Chairman and determine their goals and develop a budget. In addition, the Board shall also be responsible for informing their appropriate governing bodies as to their appropriation and progress.
3. Encourage the present Kittitas County Advisory Library Board to reorganize into the Friends of the Kittitas County Regional Library Board System.

ADOPTED this 16th day of January, 1996..

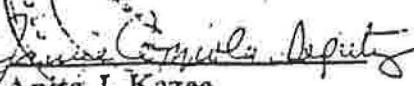
BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Ray Owens, Chairman

  
Donald E. Sorenson, Vice Chair

  
Mary Seubert, Commissioner

ATTEST:  
CLERK OF THE BOARD

  
Anita J. Kazee

MISSION STATEMENT

TO IMPROVE ALL OF THE LIBRARIES IN KITTITAS COUNTY BY PROMOTING COOPERATIVE LIBRARY SERVICES.

GOAL STATEMENTS:

1. TO CREATE AND MAINTAIN A PERMANENT KITTITAS COUNTY ADVISORY LIBRARY BOARD.
2. TO INSURE ALL THE CITIZENS OF KITTITAS COUNTY HAVE FULL ACCESS TO ALL OF THE TAX SUPPORTED LIBRARIES OF THE COUNTY.
3. TO CREATE WORKING COALITION OF LIBRARIES THAT ENABLES MUTUAL SUPPORT IN SUCH AREAS AS PROFESSIONAL TRAINING, COMPUTER SUPPORT, COLLECTION DEVELOPMENT.
4. TO ENCOURAGE PUBLIC SCHOOL LIBRARIES AND MUNICIPAL LIBRARIES TO TAKE ON A MORE AGGRESSIVE ROLE IN SHARING THEIR COLLECTIONS.
5. DEVELOP A SET OF LIBRARY STANDARDS IN ORDER TO DETERMINE IF THE LIBRARY PATRONS OF KITTITAS COUNTY HAVE ACCESS TO APPROPRIATE LIBRARY SERVICES.
6. TO ENHANCE THE CURRENT LITERACY AND LIFE TIME LEARNING PROGRAMS.

Kittitas County Regional Library  
POLICIES

Revised April 11, 2007

Policy 1. Library services for unincorporated rural county residents are currently funded, in part, by the County budget as approved by County Commissioners in their annual budgeting. The Board has a role in developing proposals for funding basic library services and regional library projects.

Policy 2. It is not the purpose of this Board to govern the independent city libraries, nor to assume any responsibility for them. This advisory Board exists to develop cooperative services and projects in and between the public libraries so that citizens of the County may have public library service. The Board shall have an annual plan to develop regional proposals.

Policy 3. The Board shall prepare a budget proposal for County Commissioners to consider in their annual budgeting process. The Board shall seek consensus and agreement in County funding allocation proposals for basic library service at each individual library as well as regional projects the Board seeks. However, if consensus cannot be reached, proposals may proceed with a majority vote as described in the Board's bylaws.

Policy 4. Budget allocation proposals may be divided into two types: basic support and regional service projects. Basic support reimburses cities for service to patrons living in unincorporated areas. Regional library service projects may include two, three or all four public libraries as well as other county library entities, the purpose being to further the development of cooperative services between the libraries that are of benefit to citizens in the County.

Policy 5. Authorization to proceed with proposals must be secured from the County Commissioners by the Board before projects may begin. Then Board members shall be responsible for obtaining authorization to participate from their respective governing bodies. Members may request assistance from the Board. If one participant disapproves a service project, but others approve, the project may proceed for the approving agencies. All projects shall document approval of participation from the governing bodies. This approval may take the form of a resolution, a motion approved by Council, or other official action.

Policy 6. The Board shall establish proper procedures for handling orders, expenditures, payments, reimbursements, etc. Financial records shall be created and used in cooperation with the Finance Officer of the County. The County shall be responsible for disbursements of its funds in accordance with its policies. If grant funds are obtained, they will be handled in accordance with the granting agency's requirements. Project proposals shall include a method for handling expenditures, and other financial information. This may vary depending



on the project and the participating agencies, and whether grant funds are involved.

Policy 7. The benefit of regional public library service is to serve citizens of the County as a whole community, and not for the exclusive benefit of a particular city or library. Therefore, the Board affirms that the funds approved by the County Commissioners to fund regional service may not be used by cities to replace city funds for library service.

Policy 8. Individual Board members/ libraries shall keep records and documentation that will allow the Board and the several governing bodies to assess the success and value of approved projects. The Board shall prepare annual reports on its activities to the County and to cities participating in service projects. It shall endeavor to keep the governing bodies and the general public informed on its projects and services.