

PUYALLUP LIBRARY BOARD BYLAWS—POWERS AND DUTIES

Appointments.

The Library Board is a five member Board. All members of the library board shall be appointed by the city manager and shall not be subject to confirmation. Appointments shall be made without regard to age, race, sex, or political affiliation. Members shall serve without compensation. Library board members must be residents of the City of Puyallup. No person shall be appointed to the library board for more than two consecutive four year terms.

Terms of Office.

A member of the library board shall be appointed for a five year term, unless the appointment is to fill an unexpired term. No 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 city manager.

Vacancies.

A vacancy shall occur upon the resignation, death, or removal of a board member. A vacancy shall also occur whenever a board member absents himself or herself for three consecutive regular meetings of the board or for an aggregate of five regular and/or special meetings in a single year, unless the absences are excused by action of the remaining board members.

CONSTITUTION OF THE PUYALLUP PUBLIC LIBRARY

Section 1. The regular meetings of the Board shall be held on the third Monday of each month, at approximately 6:15 pm. The March meeting shall be the annual meeting of this board.

Section 2. Special meetings may be called by the President or upon the request of any two members of the board. The notice of special meetings shall state the business of the meeting, and shall be given at least two days before the date of such meeting. No other business shall be transacted at such special meeting other than that stated in the notice.

Section 3. Three trustees shall constitute a quorum of the board.

Section 4. The library board may adopt rules necessary for the conduct of its business, and shall keep a written record of its proceedings.

Section 5. The regular order of business of the board shall be as follows:

- Reading the minutes of the previous meeting.
- Reading communications.

- Report of Special Committees.
- Report of Librarian.
- Old business.
- New Business.

OFFICERS

Section 6. At its annual meeting, the Board shall organize by electing from their number a President and Vice-President whose terms of office shall be one year, with no more than two consecutive terms, or until their successors have been elected.

Section 7. It shall be the duty of the President to preside at all meetings of the Board; to appoint all standing committees and prepare for the consideration of the Board the annual report, required by the Public Libraries Act.

The President may appoint ad hoc committees as needed. Standing committees must be established by a vote of the Board. If a committee member is unable to serve, a replacement will be appointed by the President. In May of each year, the President will appoint:

- a. A Board member to serve as liaison with the Friends of the Puyallup Public Library Board.
- b. A Board Member to serve as a representative to the Puyallup Public Library Foundation Board of Directors.

Section 8. In the absence, or the inability of the President to act, his/her duties shall be performed by the Vice-President.

DUTIES OF THE BOARD OF LIBRARY BOARD

1. The powers and duties of the Library Board shall be as follows:
 - a. The Library Board shall act as an advisory board to the city manager and city council concerning the operations of the City of Puyallup Library. The Board recommends and advocates for budgets and policies that support the community library. Board members are library advocates within their community, representing and promoting the library services and programs.
 - b. The library Board may give advisory opinions to the city manager concerning the following matters:
 - The supervision, care and custody of all property of the library;
 - The annual budget for the operation of the library during the ensuing year;

- The appropriateness of buildings for library purposes; and
 - The purchase of supplies and materials, equipment, and services for the library's operation.
- c. Development of policy for the selection of books, periodicals, maps, materials, and information services for the library's operation.
 - d. Such other acts as may be requested by the city manager or city council relating to the orderly and efficient management and operation of the library.
2. The powers and duties of the city manager shall be as follows:
- a. The library director shall be appointed by and report to the city manager. In case of a vacancy in this position, the city manager shall conduct the recruitment process to ensure a timely search and adherence to standard personnel practices. Candidates for the position of director shall hold a master's degree in library science from an institution accredited by the American Library Association and shall hold or be eligible to acquire a State of Washington librarian's certificate.

Authority to appoint or dismiss the director shall rest with the city manager. The library director shall report to the city manager and the city manager shall conduct an annual evaluation of the director's performance.

- b. Budget and Finance. Library appropriations and expenditures shall conform with the requirements of state law and the Puyallup City Code. The city council shall have final authority to review and approve the library budget. The library budget proposal shall be developed by the library services manager and reviewed by the city manager.
- c. Labor. The city manager shall negotiate labor agreements and salary schedule for library personnel, these agreements to be integrated with the citywide pay plan, personnel policies and collective bargaining contracts. The library board shall be consulted at the time of contract negotiations or when policies affecting library personnel or operations are to be changed in order that their concerns may be considered.

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