

Sno-Isle Libraries Board of Trustees

Snohomish County Representative Application Form

Vision: Everyone in our community is **CONNECTED** their library.

Mission: We engage and inspire our communities through **EQUITABLE ACCESS** to knowledge and resources.

Applicant information (residents of Everett and Woodway are ineligible to apply.)

Name _____

Home address _____

City _____ Zip _____

Email address _____ Phone _____

Occupation _____

Education _____

Give a brief description of your skills and experience you can bring to the Sno-Isle Libraries' Board of Trustees.

What interests you about serving on the Sno-Isle Libraries Board of Trustees?

Other information you would like to include.

How did you hear about the position?

If other, please specify (optional) : _____

Signature: _____

Date: _____

VISION

Everyone is
connected to
their library.

MISSION

We engage and inspire through
equitable access
to knowledge
and resources.

VALUES

Community • Equity
Inclusion • Welcoming
Learning • Respect

GOALS

- **Enhance library services** so that everyone can engage in experiences they value.
- **Create inspiring spaces** so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.
- **Optimize library funding** so that we can continue to be good stewards of our finances and work to secure additional private and state funds.
- **Invest in our people and organization** so that our we are resilient, equitable and regenerative and our staff have the support and resources they need.

Sno-Isle Libraries

Trustee Vacancy and Position Description

Current Vacancy Information

The Sno-Isle Libraries Board of Trustees is seeking to fill one (1) Board of Trustee position to represent Snohomish County. Only residents of Snohomish County are eligible to apply, excluding residents of the cities of Everett and Woodway.

General Description

The Sno-Isle Libraries Board of Trustees is the governing body for Sno-Isle Libraries - an inter-county rural library district that serves Snohomish and Island Counties with 23 community libraries and a bookmobile. The Board decides on policies, sets the annual budget, and determines the general direction of the Library District. The Board is established by and subject to the laws of the State of Washington. Trustees represent the Library District to the community and advocate for the Library District at the local, state, and national level.

Composition of the Board

The Board comprises seven members. Five trustees are appointed from Snohomish County and two from Island County.

Term of Office

A full term is seven years in length. Appointments to unexpired terms may be for shorter periods.

Expectations of Trustees

- Trustees support the vision and mission of Sno-Isle Libraries and embrace the United States Bill of Rights – First Amendment, the Washington Library Association Intellectual Freedom Statement, and abide by the Board of Trustees Code of Conduct.

Vision: Everyone in our community is connected to their Library.

Mission: We engage and inspire our communities through equitable access to knowledge and resources.

- Trustees will support the right of our customers to pursue knowledge for their enrichment and continued education.
- Trustees have a commitment to the philosophy of tax-supported, public libraries.
- Trustees fully engage in the work of the Board and bring their unique and diverse experiences and perspectives to decision-making.
- Trustees will support all Sno-Isle Libraries' policies and actions taken by the Board.

Qualifications

- Willingness to learn or experience in deciding on policies, setting the annual budget, and determining the general direction of the Library District.
- Willingness to learn or experience working as part of team.
- Ability to represent Sno-Isle Library District's diverse community of library customers and stakeholders.

Time commitment

- Trustees are expected to attend all Board meetings and should expect to spend at least two to four hours a month in regular meetings, committee meetings, and preparation.
- Trustees are encouraged to attend workshops, conferences, and other programs and events based on their availability.

Time and Place of Meetings

- Regular meetings are held monthly usually on the fourth Monday at 5:00 P.M.
- Most are held at the Library District's Service Center building in Marysville, but 3-4 meetings per year may be held at libraries in the two-county service area.

Compensation

Trustees serve as volunteers without compensation. Business expenses are reimbursed.

Equal Employment Opportunity, Diversity, and Non-Discrimination Policies

The Library District as well as Snohomish and Island Counties are equal opportunity organizations that strive to diversify their volunteer boards and commissions. Qualified candidates are encouraged to apply. Discrimination is prohibited in all programs, activities, services, and employment. Qualified candidates shall not be excluded on the basis of race, color, national origin, creed, religion, sex, age, marital status, or disability.

Information and Assistance

For further information about the Board of Trustees, to request an application, or if you need any assistance in completing the nomination form, please contact Lia Escudero Belcher at (360) 913-2640 or lbelcher@sno-isle.org.

Please submit applications no later than June 11, 2021 at 5:00 p.m. to:

Lia Escudero Belcher
Sno-Isle Libraries
7312 35th Avenue NE
Marysville, WA 98271
lbelcher@sno-isle.org

Bylaws of the Sno-Isle Libraries Board of Trustees

I. Name

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereinafter as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereinafter the "Board."

II. Management and Control

- A. Management. The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.
- B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:
 - i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
 - ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
 - iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
 - iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
 - v. Have exclusive control of the finances of the library;
 - vi. Accept such gifts of money or property for library purposes as they deem expedient;
 - vii. Lease or purchase land for library buildings;
 - viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
 - ix. Purchase books, periodicals, maps, and supplies for the library; and
 - x. Do all other acts necessary for the orderly and efficient management and control of the library.

III. Membership

- A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the boards of county commissioners of each of the counties included in a district. [RCW 27.12.190](#)
- B. Representation by County. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County.
- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full

term. All terms commence January 1 of their respective year of appointment.

- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- F. Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- G. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)
- H. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or reports pertaining to business that require Board action. RCW [42.30.030](#), [RCW 42.30.070](#), and [RCW 42.30.077](#).
- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)
- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the first regular Board meeting of each year. Elected officers shall serve until the first regular meeting of the next year.

- B. Nominating Committee. Prior to the first regular meeting of each year, a nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers.
- C. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- E. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- F. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tempore.
- G. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)
- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

VIII. Procedure at Meetings

- A. Procedures. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of *Roberts' Rules of Order* as determined by the President.

- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session.
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- D. Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- E. Attendance by phone or video call. Trustees may participate in a meeting of the board of committee by means of a conference telephone, video call, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.
- F. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar years.
- G. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

IX. Amendment of Bylaws

- A. Amendments. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Board members shall have received written copies of any proposed change(s) at least five (5) days prior to said meeting. [RCW 24.03.070](#)
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

Policy History

Date approved: May 18, 2020

Adopted: 1963

Next review date: 2024

Board of Trustees Code of Conduct

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to state the conduct that is expected of the Sno-Isle Board of Trustee members and to outline member roles and responsibilities with regard to member conduct.

Scope

The scope of this policy applies to all members of the Sno-Isle Libraries' Board of Trustees.

Implementation

- Support the vision and mission of Sno-Isle Libraries and embrace the United States Bill of Rights - First Amendment, Washington Library Association Intellectual Freedom Statement, and the right of our customers to pursue knowledge for their enrichment and continued education.
- Support and promote the benefits of the public library system.
- Comply with all national, state and local laws, rules and regulations regarding public libraries and follow only legal, professional, and ethical procedures to bring about desired changes.
- In cooperation with Library staff and the community attend to the evolving nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns.
- Support the maintenance of a comprehensive and balanced print and online collection and a broad range of programs and services that are representative and relevant to our diverse communities and customers. .
- Commit to equity, diversity, and inclusion through the adoption of Library policies and practices that provide opportunities for every person in our community and organization to thrive.
- Support and uphold Sno-Isle's Personnel Practices Policy 2-7: Non-Discrimination and Harassment regarding personal conduct and interactions with fellow Trustees and employees of Sno-Isle Libraries.
- Commit to express your unique viewpoint and draw from your personal expertise when deliberating business before the Board.
- Respect the opinions of fellow trustees and conduct yourself with respect and decorum when you disagree or oppose a viewpoint different from your own.

- Acknowledge and support the formal position of the Board after the Board has engaged in a full and open discussion, which may include casting of dissenting votes.
- Distinguish clearly between your personal philosophies, opinions, and positions and those of the Library, acknowledging and supporting the formal position of the Board, even if you disagree.
- Do not disclose confidential information gained while serving as a Trustee, nor use such information for personal gain.
- Provide reliable, deliberative, and open leadership.
- Make decisions on issues before the Board and reach conclusions only after deliberation and full public debate with fellow board members.
- Attend required regular and committee meetings, read distributed materials and information, and participate in discussions/votes.
- Respect the professional expertise of Sno-Isle Libraries staff and acknowledge that the internal operation of the library system is the responsibility of the Executive Director.
- Refer all questions and complaints about Library operations to the Board President who will work with the Executive Director to respond.
- Excuse yourself immediately whenever the appearance of a conflict of interest exists or an actual conflict exists.
- Pursue opportunities to improve your knowledge and understanding of Sno-Isle Libraries, libraries in general, and changing conditions which may impact the way the Library provides service to citizens.

Associated Policies and Laws

- United States. Bill of Rights - [First Amendment](#).
- American Library Association. [Code of Ethics](#).
- Washington State RCW [27.12.190. Library trustees—Appointment, election, removal, compensation](#).
- Washington State [RCW 27.12. 192](#). Library trustees—Seven-member rural county library district boards.
- Washington State RCW [27.12.210. Library trustees—Organization—Bylaws—Powers and duties](#).
- [Washington Library Association. Intellectual Freedom Statement](#)

Policy History

Date approved: April 26, 2021

Next review date: 2025

Date adopted: March 24, 2003

Washington Library Association

Intellectual Freedom Statement

The Washington Library Association supports the principle of free, open, and unrestricted access to information and ideas regardless of the medium in which they exist.

A democracy can only succeed if individuals have access to the information necessary to form opinions and make decisions on issues affecting their lives. Libraries play a key role in providing access to this information.

The Association regards this access as a right of all individuals. Therefore the Association believes that libraries have a responsibility to provide access to a wide range of perspectives and viewpoints.

The Association believes that parents and legal guardians have the right and responsibility to guide their own children in the exercise of their rights of access.

The Association recognizes privacy and confidentiality as essential components of intellectual freedom.

The Association encourages and supports local community involvement in developing policies that uphold the United States and Washington State constitutional guarantees of free speech and intellectual freedom.

The Washington Library Association endorses the American Library Association's Code of Ethics, Freedom to Read Statement, Freedom to View Statement and Library Bill of Rights and its Interpretations.

Therefore, the Washington Library Association opposes censorship and restrictions on access to the full range of constitutionally protected materials and speech.

Ratified at the WLA Conference in Spokane, WA – April 6, 2001