

Library Advisory Board Agenda  
Wednesday, April 5, 2023  
6:00 p.m.  
Library Conference Room

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of March 1, 2023, Minutes
5. Reports
  - A. KCLS Updates
  - B. Story Walk Update
6. Continued Business
  - A. 2023 Goals Review
7. New Business
  - A. Enumclaw Library Board By-Laws Update
8. Next Meeting Wednesday, May 3, 2023
9. Adjournment

**LIBRARY ADVISORY BOARD REGULAR SESSION  
ENUMCLAW LIBRARY BRANCH  
March 1, 2023, 6:00pm**

**1. CALL TO ORDER**

Chairperson Elfers called the meeting to order at 5:55 p.m.

In attendance was Board Chair Rich Elfers, Board Members Ann Anderson, Chris Beinke, and Cynthia Sable and City Staff Liaison, Deputy City Clerk, Katy McKee.

**2. MOTION TO APPROVE 2/1/2023 MINUTES**

Anderson moved to approve the 2/1/2023 minutes. Beinke seconded. Motion carried 4-0.

**3. KCLS STATUS REPORT**

In Wright's absence, McKee provided information on all upcoming events happening at the Enumclaw Library.

**4. STORY WALK UPDATE**

In Wright's absence, McKee provided an update. The fabricator indicates the signs should be in the ground by the end of March. Additionally, lamination cannot be done in-house. The Friends group will cover the first year of books for this project and will be asked to continue funding this, noting that less books will be needed in the future as a collection will be made over time. If this group cannot support this after the first year, we may think about going to the LaFromboise Fund for additional support.

There was discussion regarding using LaFromboise funds after the initial year and an inquiry regarding when the LAB would need to apply for funds to use in 2024.

Anderson inquired about the location of the signage at the park and will be reaching out to Alina Hibbs to confirm.

Beinke noted that the high school is interested in attending the groundbreaking of these signs if KCLS is interested.

**5. REVIEW OF ROLES AND RESPONSIBILITIES OF LAB**

**A. What is the role of the LAB and how are they different from Friends Groups**

No comments.

**B. Library Advisory Board Best Practices**

No comments.

**6. REVIEW OF GOALS FOR 2023**

**A. KCLS Booth at Enumclaw Farmer's Market/Sundays on Cole**

In Wright's absence, McKee noted that he has spoken with Jayme Wade at the City and there is no charge for non-profits to host a booth during Sunday's on Cole. Early-bird registration will be soon and LAB can sign up for any dates. If the Friends group decides to sell books at the booth, they would likely need to obtain a certificate of liability insurance.

Sable indicated that she spoke with Liz Clark at the Enumclaw Plateau Farmer's Market and will be reaching out to see if she'd like to attend the next LAB meeting.

### **B. Social Media Update**

McKee provided an update on Facebook postings and noted that since the Library Board is overseen by the city, any Facebook page that is created must be archived and is subject to public disclosure. She also noted that all events for the month of March are on the city webpage.

There was discussion about concerns with future fees for hosting Facebook pages.

The group would prefer not to create a separate Facebook page and would prefer the KCLS events just be shared via any members respective Facebook page as well as on the city events page.

### **C. Youth/Senior Letter Writing**

In Wright's absence, McKee provided an update. Philis Ann Bodle, the Librarian and Information Services Manager indicated it is likely KCLS can support this project with a drop box and supplies. The LAB will be responsible for distributing any dropped-off letters to the local senior living facilities.

### **D. YMCA Youth Center**

In Wright's absence, McKee provided an update. Wright has not been able to get in touch with anyone at the YMCA Youth Center yet to see what their current relationship is with KCLS.

## **7. ADJOURNMENT**

Sable made a motion to adjourn the meeting. Beinke seconded. Motion carried 4-0.

The meeting was adjourned at 6:26 p.m. The next meeting is scheduled for April 5, 2023.

## ENUMCLAW LIBRARY ADVISORY BOARD BY-LAWS

Approved by the Library Advisory Board on \_\_\_\_\_

Background: Upon approval of the voters of the City of Enumclaw, the Enumclaw City Council voted in favor of the annexation of the Enumclaw Library to the King County Library System. A transfer agreement between the City and the King County Rural Library District, dated February 14, 2012, transferred library assets and operational control to KCLS on June 1, 2012.

Paragraph 15 of this agreement: Enumclaw Library Board- The Enumclaw Library Board shall remain in existence and provide KCLS with input regarding the operation of the library and potential use of endowment funds. The endowment funds shall remain the property of Enumclaw.

Paragraph 17 of this agreement: Library Endowment Funds - The Schlotfeldt and Lafromboise Endowment Funds shall remain with Enumclaw. All expenditures from the endowment funds shall be at the sole discretion of Enumclaw and in accordance with the terms and conditions of such endowment funds.

~~The library advisory board was originally established by the City of Enumclaw as a board of five trustees to supervise the supervision, care and custody of all rooms or buildings constructed and leased, and exclusive control of the expenditures of all moneys collected for the library fund. The appointment, terms of office for the trustees as well as the election of officers are also included in the attached City of Enumclaw documents – 1958 Code 1.28.010 and Ordinance No. 1971 dated 3/23/1998. The primary purpose of the Library Advisory Board is to act as a bridge between the local community and the local library by collecting community input and communicating with the City, KCLS and library staff about needs in the community that the local library can assist in addressing.~~

### By-Laws:

General: These rules constitute the official rules of procedure for the Enumclaw Library Advisory Board. In all decisions arising from points of order, the board shall be governed by Robert's Rules of Order. The revised 1990 edition will be maintained by the board secretary.

Membership: There shall be five members on the Enumclaw Library Advisory Board. The members are appointed to five-year terms by the Mayor of Enumclaw and confirmed by the Enumclaw City Council. A vacancy for an unexpired term shall be filled for the duration of the unexpired term only. All terms shall expire on December 31 of the fifth year of the term of office. Additionally, per RCW 27.12.190 no member shall serve more than 2 consecutive terms.

Duties: The Library Board reports to the King County Library System in an advisory role. (reference: City of Enumclaw web-site)

Roles: The board will serve in the following roles:

1. Reaching out into the community to identify needs and issues.
2. Communicating with the Library System on behalf of local citizens.

3. Brainstorming ways the library can increase community dialogue about local issues.
4. Serving as ambassadors to segments of the population not currently using the library.
5. Advocating for library services and programs that meet the needs of the community.

Responsibilities: The board has the following responsibilities:

1. Representing the interests of the community at large.
2. Raising awareness in the community about what the library offers.
3. Linking library staff with potential community partners.
4. Being knowledgeable about KCLS' mission, vision, values and philosophies.
5. Promoting the understanding of KCLS policies and procedures.
6. Overseeing the expenditures from the two trust funds- Schlotfeldt and LaFromboise - in coordination with the Enumclaw Community Development Committee.

Liaison: The KCLS Cluster Manager of the Enumclaw Library will be the board's contact with KCLS. The Cluster Manager is not a voting member of the advisory board.

Election of Officers: In January of each year, the board shall elect its ~~president~~ Chair and ~~other officers~~ Vice Chair.

Quorum: A majority of the board constitutes a quorum for the transaction of business. At any meeting of the board, any action approved by the quorum shall be deemed an action of the board. A quorum is defined as three members of the board.

Voting: Votes shall be by voice. Any member can request a roll call vote to be recorded by the secretary of the board. A motion is lost on a tie vote.

Attendance: Absence of a board member, without prior notification and excuse and motion by the board, from three consecutive regularly scheduled board meetings shall result in that board position being regarded as vacant allowing the Mayor, subject to confirmation by the city council, to appoint a new board member.

Meeting Time and Place: The board shall meet on the first ~~Tuesday~~ Wednesday of each month at ~~5:30~~ 6:00 pm at the Enumclaw Library. All meetings shall be open to the public.

Special Meetings: Special meetings may be called by the chairperson by notice delivered to each member of the board at least 24 hours before the time specified for the proposed meeting. The notice of such meeting shall state the subjects to be considered.

Chairperson's Duties: The chairperson shall serve as the presiding officer at all meetings. It shall be the duty of the presiding officer to:

1. Shall provide an agenda to the Board at least 24 hours before the meeting.
2. Call the meeting to order.
3. Keep the meeting to its order of business.
4. Control discussion in an orderly manner.
5. State each motion before it is discussed and before it is voted upon.
6. Put motions to a vote and announce the outcome.

Vice Chair Duties: In the absence of the chairperson, the vice chair shall perform the duties of the chair.

Order of Business: The order of business for each meeting shall be as follows:

1. Call to order.
2. Roll call.
3. Approval of the agenda.
4. Approval of the minutes.
5. Reports.
6. Continued business.
7. New business.
8. Announcement of next meeting.
9. Adjournment.

Effect/Waiver of Rules: The rules of procedure are adopted for the sole benefit of the members of the Enumclaw Library Advisory Board to assist in the orderly conduct of board business. The rules of procedure do not grant rights or privileges to members of the public or to third parties. Failure of the Enumclaw Library Advisor Board to adhere to these rules shall not result in any liability to KCLS, its officers, agents and employees.

ADDENDA;

1. Discussion Guidelines
2. Copy of Enumclaw Code 2.68.010 and 2.68.030
3. Copy of Enumclaw Ordinance No. 1971