

Library Advisory Board Agenda
Wednesday, May 3, 2023
6:00 p.m.
Library Conference Room

1. Call to Order
2. Roll Call
3. Approval of April 5, 2023, Minutes
4. Reports
 - A. KCLS Updates
 - B. Story Walk Update
5. Continued Business
 - A. Farmer's Market
 - B. Letter Writing Program
 - C. Enumclaw Library Board By-Laws Update - Vote
6. New Business
7. Next Meeting Wednesday, June 7, 2023
8. Adjournment

**LIBRARY ADVISORY BOARD REGULAR SESSION
ENUMCLAW LIBRARY BRANCH
April 5, 2023, 6:00pm**

1. CALL TO ORDER

Vice Chair Beinke called the meeting to order at 6:00 p.m.

2. ROLL CALL

In attendance was Vice Chair Chris Beinke, Board Members, Dani Hamilton and Cynthia Sable, City Staff Liaison, Deputy City Clerk, Katy McKee, KCLS Regional Manager, David Wright, Librarians Klaudina Pasko and Cejay Johnson and Enumclaw Farmer's Market Secretary, Lance Smith.

3. MOTION TO APPROVE 3/1/2023 MINUTES

Beinke moved to approve the 3/1/2023 minutes. Hamilton seconded. Motion carried 3-0.

4. REPORTS

a. KCLS Updates

Wright introduced two new librarians to the group, Klaudina Pasko and Cejay Johnson both of which shared a brief bio of themselves and the work they are doing at KCLS.

Chair Elfers arrived to the meeting at 6:10 p.m.

Wright noted that KCLS was named a finalist for 2023 IMLS National Medal for Museum and Library Service, winners will be announced in late spring.

He reviewed the programs for the month of April and provided information on a group providing resources for those dealing with addiction, homelessness, and mental health issues every Wednesday from 2:00 p.m. – 4:00 p.m.

b. Story Walk Update

Wright provided an update on Story Walk. He indicated that he has been in communication with Adam from Webley Made regarding this project. He spoke about an upcoming meeting with himself, Adam and Linda Eastwood from The Friends of the Library on Saturday, April 8. He indicated that during this meeting they will be pressuring him to get the project completed within 30 days or else they are going to see about finding a new vendor to take over installation of the signs. He noted at this point 50% of the funds have been paid to Webley Made and the signs have been manufactured. Wright will provide another update following the meeting with Friends and Webley Made

Sable inquired as to the reasoning for the delay to which Wright indicated weather has been a huge factor as well as issues with the hinges not being water resistant.

There was discussion regarding the funds paid thus far, which has been about 50%, and the Treasurer for The Friends of the Library has been holding off on any further payments.

5. CONTINUED BUSINESS

a. 2023 Goals Review

Smith from the Farmer's Market spoke about the opportunity to have a booth at the market. He indicated that the application for a spot is available, and he believes there is no charge for a community services booth. There was discussion regarding what can be done at the booth that would not require liability insurance. Sable will work through the application and provide an update at the next meeting in May.

Hamilton will resume posting KCLS events on various Facebook pages from her personal account. Additionally, McKee noted events at the library are being posted on the City calendar.

Beinke inquired about the letter writing program. Wright indicated KLS will provide the supplies for this program. He spoke about the group focusing on wrapping up the Story Walk project before implementing this program.

Wright noted that Cejay is reaching out to the YMCA and she is in the beginning stages of building that relationship.

6. NEW BUSINESS

a. Enumclaw Library Board By-Laws Update

McKee reviewed the recommended changes to the By-Laws and asked that the Board vote in favor of the changes. This item will be brought to the meeting in May for final vote.

7. ADJOURNMENT

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

The meeting was adjourned at 6:35 p.m. The next meeting is scheduled for May 3, 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