

# Jefferson County Rural Library District

## Board of Trustees Manual



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## WELCOME TO THE JEFFERSON COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

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This handbook will serve as a guidebook during your appointment to the Board.

Both the Bylaws and the Code of Conduct provide guidance for you during your appointment. Two key elements are highlighted below.

- The Board of Trustees is a governing board; it approves the annual budget, approves administrative policies, and provides oversight, appoints, and annually reviews the performance of the Director.
- As a Trustee, you work with the Director, who is responsible for staffing and operations of the District. Questions or public comments related to District internal operations should be referred to the Director, who will respond as necessary.

The handbook provides additional details on both your individual and the Board's role and responsibilities. Board policies, meeting and committee structure, information on the Director's role, associated and support organizations, and contact information are also included.

Please reach out to the Board Chair or Director with any questions.

Thank you for sharing your time and leadership with Jefferson County Library District.

Sincerely,

Vickie K. Norris  
Board Chair  
Jefferson County Library District

Daniel Heaton  
Acting Director  
Jefferson County Library District

## JEFFERSON COUNTY LIBRARY DISTRICT – VISION, MISSION, AND VALUES

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### **Vision**

A thriving community empowered by knowledge.

### **Mission**

Feeding minds. Fueling dreams.

### **Values**

As LEADERS we will...

Act with integrity.

Promote visionary thinking.

Inspire resilience.

As a TEAM we will...

Communicate with transparency and respect.

Be flexible, responsive, helpful, and accountable.

Address issues thoughtfully and proactively.

As PARTNERS we will...

Collaborate inclusively.

Invite diverse perspectives.

Listen, consider, and seek common ground.

As CHAMPIONS for Literacy & Learning we will...

Ignite curiosity.

Demonstrate our commitment to diversity, equity, and inclusion.

Keep service and accessibility at the heart of what we do.

# BYLAWS OF THE BOARD OF TRUSTEES

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## BYLAWS OF THE BOARD OF TRUSTEES

Adopted 11/14/1985; Reaffirmed 11/12/1992, 06/14/2000; Revised 10/09/2019; 09/14/2022; 11/15/2023; 02/12/2024, 2/12/2025

### Article I. ORGANIZATION

**Section 1.01 Name.** The name of the organization is Jefferson County Rural Library District, hereinafter referred to as the District.

**Section 1.02 General Powers.** The District is a public corporation with such powers as are necessary to carry out its functions and for taxation purposes shall have the power vested in municipal corporations for such purposes.

**Section 1.03 Governing body.** The management and control of the District shall be vested in a Board of Trustees, hereinafter referred to as the Board.

**Section 1.04 Offices.** The principal office of the District shall be located at its principal place of business in Port Hadlock, Washington. The District may have such other offices as the Board may designate.

**Section 1.05 Purpose.** The District's vision is "A thriving community empowered by knowledge." It meets essential educational and cultural needs in our rural county, where resources are limited. As a recognized essential community asset, the District intends, through its strategic focuses, to develop innovative approaches to address important community issues and needs.

### Article II. BOARD OF TRUSTEES

**Section 2.01 Number.** The Board shall consist of five (5) Trustees.

**Section 2.02 Appointments.** Trustees shall be chosen in a manner agreed upon by the Library and the Board of Jefferson County Commissioners. Trustees shall be appointed by the Board of Jefferson County Commissioners.

**Section 2.03 Qualifications.** Trustees shall reside in the Jefferson County Rural Library District.

**Section 2.04 Term of Office.** The term of office shall be five years. No Trustee shall serve more than two full consecutive terms. Trustees must reapply for a second term. A former board member who has served two full terms may reapply after a lapse of three years. If a Trustee is appointed to serve an unexpired term of office and serves more than half of the term it shall be considered a full term of office.

**Section 2.05 Compensation.** A Trustee shall not receive a salary or other compensation for services as Trustee, but directly related expenses actually incurred and documented shall be paid from the District funds.

**Section 2.06 Resignation.** A Trustee may resign at any time by delivering written notice to the Chair or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 2.07 Removal.** A Trustee may be removed for just cause by the County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of hearing, shall have been served upon the Trustee at least fifteen days before the hearing. (RCW 27.12.190)

**Section 2.08 Vacancies.** Vacancies shall be filled for unexpired terms as soon as possible in the manner in which Trustees are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

### **Article III. DUTIES OF THE BOARD.**

**Section 3.01** Adopt such bylaws, rules, and regulations for their own guidance and for the government of the District as they deem expedient. (RCW 27.12.210)

**Section 3.02** Have the supervision, care and custody of all property of the District, including the rooms or buildings constructed, leased, or set apart therefore. (RCW 27.12.210)

**Section 3.03** Employ a Director. (RCW 27.12.210)

**Section 3.04** Prepare the District 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. (RCW 27.12.210)

**Section 3.05** Have exclusive control of the finances of the District. (RCW 27.12.210)

**Section 3.06** Accept such gifts of money or property for District purposes as they deem expedient. (RCW 27.12.210)

**Section 3.07** Lease or purchase land for District buildings. (RCW 27.12.210)

**Section 3.08** Lease, purchase, or erect an appropriate building or buildings for District purposes, and acquire such other property as may be needed therefore. (RCW 27.12.210)

**Section 3.09** Purchase library materials and supplies for the District. (RCW 27.12.210)

**Section 3.10** Do all other acts necessary for the orderly and efficient management and control of the District. (RCW 27.12.210)

**Section 3.11** At the close of each year the Board shall make a report to the County Commissioners, showing the condition of their trust during the year, the sums of money received for the District fund from taxes and other sources, the sums of money expended and the purposes of the expenditures, the number of books and periodicals on hand, the number added during the year, the number retired, the number loaned out, and such other statistics and information and such suggestions as they deem of public interest. A copy of this report shall be filed with the state librarian (RCW 27.12.260)

**Section 3.12** Ensure implementation of the State of Washington public records laws for access to board minutes, policies, planning documents, and other materials not exempt from public disclosure. (RCW 42.30, RCW 42.56.310)

**Section 3.13** Set direction for the organization through developing, approving, and supporting the District's strategic planning.

**Section 3.14** Ensure that the District has the resources necessary to pursue the strategic plan by providing leadership for the fundraising strategy, financial support, and connection to donors and potential donors.

**Section 3.15** Direct long-range facilities planning for the District that ensures the District has appropriate spaces to provide its services. This may include renovation of current facilities and/or construction, lease, or purchase of new facilities.

#### **Article IV. OFFICERS**

**Section 4.01 Number.** The officers of the Board shall be a Chair, a Vice Chair and a Secretary.

**Section 4.02 Election and Term of Office.** The election of officers by the Board members will normally occur at the December monthly meeting and the transfer of authority will occur at the following January monthly meeting. Board officers shall be elected to serve for a one (1) year term. Such officers may succeed themselves, but may not serve more than two consecutive terms in the same position. Vacancies in any such office that occur outside of the normal cycle shall be filled by vote of the Board at its next regular meeting and shall be effective immediately through the next regular Board election cycle.

**Section 4.03 Duties of the Chair.** The Chair shall preside at all meetings of the Board; plan each meeting agenda with the Director; authorize special meetings; appoint committees, serving as an ex-officio member of each; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; however, the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.

**Section 4.04 Duties of the Vice-Chair.** In the event of the Chair's absence or inability to act, the Vice-Chair shall assume the Chair's duties.

**Section 4.05 Duties of the Secretary.** The Secretary shall: (a) keep the minutes of meetings of the Board and any minutes which may be maintained by committees of the Board; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records of the District; and (d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair of the Board.

**Section 4.06 Resignation.** The Chair or Vice Chair may resign at any time by delivering written notice to the Chair or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein or, if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 4.07 Vacancies.** Vacancies in any office shall be filled at the next regular meeting of the Board in the manner in which officers of the Board are regularly appointed. Any officer appointed shall fill the entire unexpired term.

## **Article V. TRUSTEES EMERITI**

**Section 5.01 Authority.** The Board may appoint former Trustees to serve as Trustees Emeriti. The Trustees Emeriti shall serve in a non-voting advisory capacity. They shall not be required to attend Board meetings.

**Section 5.02 Qualifications.** Any Trustee who has retired or resigned shall be eligible for the position of Trustee Emeritus.

**Section 5.03 Compensation.** Trustees Emeriti shall not receive a salary or other compensation for services as Trustee, but directly related expenses actually incurred and documented shall be paid from District funds.

**Section 5.04 Resignation.** A Trustee Emeritus may resign at any time by delivering written notice to the Chair or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein or, if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **Article VI. COMMITTEES**

**Section 6.01 Standing or Temporary Committees.** The Chair may form standing or special committees and may appoint Trustees and others to serve on the committees. At the time a committee is formed, the Chair shall specify its objective and duration. Committee recommendations shall be presented to the Board for consideration.



**Section 6.02 Quorum.** A majority of the number of members composing any committee shall constitute a quorum, and the act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee.

## **Article VII. MEETINGS**

**Section 7.01 Open Public Meetings Act.** All Board meetings are governed by the provisions of the State of Washington Open Public Meetings Act (RCW 42.30).

**Section 7.02 Place of Meetings.** Meetings shall normally be held at the District's principal office unless otherwise specified by the Chair. (RCW 42.30.070)

**Section 7.03 Regular meetings.** Regular meetings shall be held monthly on a day and time established by a resolution of the Board. If the day falls on a holiday, such regular meeting shall be held on the next business day unless otherwise determined by the Chair. A tentative schedule for each year shall be adopted prior to the start of that year. (RCW 42.30.070)

**Section 7.04 Regular meeting changes.** The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting. If a quorum is not present for a meeting, the presiding officer may continue the meeting to another time and place specified in the order of continuance. (RCW 42.30.070)

**Section 7.05 Special meetings.** Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting. (RCW 42.30.080)

**Section 7.06 Annual Meeting.** The January meeting of the Board is designated as the annual meeting for the purposes of installing elected officers and transacting such business as may properly come before the Board.

**Section 7.07 Emergency meetings.** If, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by the District to meet the emergency, the Chair may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, and the notice requirements of the Open Public Meetings Act are suspended during the emergency. The District shall provide special-meeting notice of an emergency meeting, if practicable. (RCW 42.30.070)

**Section 7.08 Remote participation.** Members of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of communications equipment which ensures that all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**Section 7.09 Agenda.** The agenda for each Board meeting shall be determined by the Chair in consultation with the Director. The written agenda shall be prepared by the Director and delivered to each Trustee, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to a regular meeting and with the notification of any special meeting.

**Section 7.10 Meeting notification.**

- (a) Written notification of any regular meeting shall be delivered to each Trustee not less than seventy-two (72) hours prior to the meeting time. The agenda of regular meetings shall be available online no later than twenty-four hours in advance of the published start time of the meeting.
- (b) Written notification of a special meeting, meeting continuation or change of meeting place or time shall be delivered to each Trustee at least twenty-four (24) hours prior to the meeting time. A Trustee may waive the notification requirement. Media representatives (newspaper, radio, and television) who have filed a written request for notices of regular or special meetings shall be notified of such meetings personally, or by mail, fax, or email, at least twenty-four (24) hours prior to the meeting time. The public shall be notified of special meetings at least twenty-four (24) hours prior to the meeting time by written notice posted on the District's website and displayed in a prominent position at the main entrance of the District's principal location and at the meeting site if the meeting will not be held at the District's principal location.

**Section 7.11 Quorum.** Three members of the Board (a majority) shall constitute a quorum for the transaction of business.

**Section 7.12 Form of action.** The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by voice vote. The Chair may move, second, or vote upon action before the Board. A simple majority is needed to pass a motion or adopt a resolution unless otherwise specified or required by the laws of the State of Washington. The Chair may call the roll on any vote when considered necessary for clarification.

**Section 7.13 Presumption of Assent.** A Trustee present at a Board meeting at which action on any Library matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is entered in the minutes of the meeting, or unless such Trustee files a written dissent or abstention to such action with the person acting as secretary of the meeting before the adjournment thereof, or forwards such dissent or abstention in writing to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to a Trustee who voted in favor of such action.

**Section 7.14 Board acting as a Body.** The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

**Section 7.15 Records of Board meetings.** The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the District. The minutes shall consist primarily of a record of the action taken, including Trustees' votes. Minutes of each meeting shall be provided

to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

**Section 7.16 Absences.** It is the intention of the Board to maintain full representation of the Trustees in all policy-making decisions; therefore, regular attendance of Trustees at meetings is expected. If unable to attend a meeting, each Trustee is responsible for notifying the Chair in advance of the pending absence. If a Trustee misses three or more meetings during a twelve (12) month period, the Board may ask the Trustee to resign or vote to recommend to the Board of Jefferson County Commissioners that the Trustee be removed from the Board.

## **Article VIII. DIRECTOR**

**Section 8.01 Appointment and removal of Director.** The Board shall appoint a qualified Library Director, who shall serve at its pleasure.

**Section 8.02 Duties.** The Director shall administer all District operations, including employment and supervision of all staff, on behalf of the Board under its review and direction. The Director shall attend all Board meetings in a non-voting capacity unless excused by the Board. The Board shall specify the Director's responsibilities in a written position description.

**Section 8.03 Performance evaluation.** The Board shall evaluate the Director's job performance annually and concur in the setting of yearly goals with the Director.

**Section 8.04 Acting Director.** During an absence of up to three months, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during an absence exceeding three months the Board shall appoint an Acting Director.

## **Article IX. INTERESTS OF TRUSTEES**

**Section 9.01 Conflict of Interest.** Trustees shall disclose to the Board annually and in writing that they have read the provisions of Article IX of these bylaws, understand them and agree to comply with them. Trustees shall also disclose to the Board annually and in writing any interest which the Trustee directly or indirectly has in any person or entity which is a party to a transaction under consideration by the Board. The interested Trustee shall abstain from voting on the transaction.

**Section 9.02 Prohibited Interests.** Except as expressly permitted by RCW 42.23.030, no Trustee shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of the Board, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein.

**Section 9.03 Prohibited Acts.**

- (a) No Trustee may use their position to secure special privileges or exemptions for themselves or others. (RCW 42.23.070)

- (b) No Trustee may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source, except the District, for a matter connected with or related to the Trustee's services unless otherwise provided by law. (RCW 42.23.070)
- (c) No Trustee may accept employment or engage in business that the Trustee might reasonably expect would require disclosure of confidential information acquired by reason of their official position. (RCW 42.23.070)
- (d) No Trustee may disclose confidential information gained by reason of the Trustee's position, nor may the Trustee use such information for personal gain. (RCW 42.23.070)

#### **Article X. SEVERABILITY**

If any provision of these bylaws, or its application to any person or circumstance is held invalid, the remainder of these bylaws, or the application of the provisions to other persons or circumstances, is not affected.

#### **Article XI. INDEMNIFICATION**

Jefferson County Rural Library District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

#### **Article XII. AMENDMENTS**

These bylaws may be revised or amended at any regular or special meeting of the Board upon approval of four (4) members (two thirds (2/3) of its total membership), provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

## BOARD OF TRUSTEES CODE OF ETHICS

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1. I value the opportunity to serve our community as a Trustee of the Jefferson County Library District, and to support and promote our District and the benefits of the public library system.
2. I seek to comply with all national, state, and local laws and regulations regarding public libraries, and seek to follow legal, professional, and ethical procedures to bring about desired changes.
3. I will exercise the Board's financial responsibilities in a manner that balances good stewardship of public resources with being responsive to the mission of the District and the communities served therein.
4. I support the vision, mission and values of the Jefferson County Library District and embrace the First Amendment, relevant principles of the WLA (Washington Library Association) and ALA (American Library Association).
5. I believe in the freedom to speak, read, hear, and view ideas and support unfettered access to all ideas. I believe District users are free to form, hold, and express their own beliefs.
6. I understand the importance of participating in official board discussions and decisions and recognize that the authority for decisions rests with the whole board assembled in public meetings. While I may explain a dissenting vote, I commit not to take individual actions which may compromise the board's decisions. Nor will I, when representing the board, promote the interests of special individuals, organizations, or political views.
7. As a Trustee, I recognize that my responsibilities are limited to policy-making decisions, planning, budgeting, and evaluating and oversight of the Library Director.
8. As Trustees, we have invested the Library Director with the responsibility for handling all staff, patron, and vendor problems and complaints. However, should the administration fail to resolve those problems or complaints, or if they directly concern the Library Director, I will participate in acting on them in executive sessions or at public meetings.
9. I recognize the need to excuse myself immediately whenever the appearance of a conflict of interest exists or an actual conflict exists.
10. I will keep confidential any matters discussed in Executive Session.

Resolution 85-11-4

Adopted: November 14, 1985

Amended: July 12, 2000

Amended: January 15, 2025

## AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.*

## WASHINGTON LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

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The Washington Library Association (WLA) as a chapter of the American Library Association (ALA) upholds the values of intellectual freedom, [the freedom to read](#), and [freedom from censorship](#) as protected by the First Amendment of the Constitution of the United States. WLA is opposed to efforts that restrict, ban, remove, and/or censor books and other materials in an attempt to limit the freedom to read or obstruct intellectual freedom.

WLA is alarmed at the rise in formal and informal complaints regarding materials in Washington school and public library collections. Nationally, libraries and communities are having similar experiences, as seen on the [ALA Office of Intellectual Freedom \(OIF\) Blog](#) site, which weekly outlines challenges across the United States. Since June 1, 2021, OIF has tracked 155 unique censorship incidents.

WLA stands with ALA in strongly condemning acts of censorship and intimidation. We are committed to protecting library professionals' provision of materials and information that represent all points of view, current and historical. Library professionals should challenge censorship, as books and resources are provided to all people for their interest, information, and enlightenment.

WLA recognizes that not every book is right for every reader. We maintain that parents have the right to set reading parameters for their own children; however, no one person or group has the right to determine what is best for any other child, and every child should have access to books they want to read. Access to a wide variety of reading materials increase the chances that children will become lifelong learners who choose to read.

Washington state public librarians and teacher-librarians are professionals trained to select materials to meet the needs of a broad and diverse community. The selection of materials is guided by collection development policies and guidelines from ALA. In addition, public libraries and school districts have reconsideration policies and procedures for constituents wishing to request review of specific materials. These procedures should be followed each and every time a request to review or remove materials are made.

WLA stands in full support of our members and affirms their professional expertise in selecting materials.

*December 2021*



## BOARD OF TRUSTEES AND LIBRARY DIRECTOR ROLES – OVERVIEW

BOARD OF TRUSTEES	LIBRARY DIRECTOR
<ul style="list-style-type: none"> <li><input type="checkbox"/> Hire the Director.</li> <li><input type="checkbox"/> Participate in library continuing education opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hire, supervise, and ensure access to continuing education for all library staff.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish District’s vision and mission, strategic plans, and Board policies in coordination with the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish service directions based on the vision and mission.</li> <li><input type="checkbox"/> Administer policies.</li> <li><input type="checkbox"/> Accomplish strategic plans.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop an annual work plan for the Board with the Director’s participation.</li> <li><input type="checkbox"/> Review and approve annual work plan for Director/Library District.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Accomplish the annual work plan with periodic reports to the Board.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate the Director annually on previously agreed upon criteria.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with Board to assess the progress of the Library District.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly delegate operations to the Director, avoiding procedural micromanaging.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide complete and regular reports about Library District management, progress, and needs at board meetings.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and adopt the annual library budget/levy, assuring that strategic plan goals will be addressed by the budget priorities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare the proposed annual library budget for Board consideration.</li> <li><input type="checkbox"/> Administer the library budget, staying within fiscal restraints.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan for, secure, and maintain adequate funding for the library within legal limits of library funding.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Actively market the library and maintain a public relations program.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Know community needs, keep abreast of library trends, and actively participate in state and national library associations.</li> <li><input type="checkbox"/> Actively communicate and discuss library policy issues with the public and elected officials.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with the public and elected officials about library related issues.</li> <li><input type="checkbox"/> Keep the Board informed about emerging critical issues.</li> <li><input type="checkbox"/> Actively participate in state and national library organizations.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Know local, state, and federal laws related to libraries.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Know local, state, and federal laws, informing the Board about pending legislation that may impact the library district.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss, adopt, and regularly review Board policies.</li> <li><input type="checkbox"/> Support Board adopted policies, plans, and decisions.</li> <li><input type="checkbox"/> Support staff who implement decisions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as the Board’s technical advisor, attending all regular and special board meetings, as well as executive meetings when invited by the Board.</li> <li><input type="checkbox"/> Develop background information and recommend policies and plans for board action.</li> <li><input type="checkbox"/> Carry out adopted policies and plans.</li> </ul>

Adapted from [Public Library Trustee Summary Manual](#), Washington State Library.

## **BOARD MEETINGS - OVERVIEW**

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### **Open Meetings Requirement**

The business of the Jefferson County Library District Board of Trustees is transacted through open public meetings. The Open Public Meetings Law requires that library board actions “be taken openly and that their deliberations be conducted openly.” All meetings at which action is taken must be open to the public. Any person is permitted to attend without registering or meeting any other requirements.

### **Regular Monthly Meetings**

Regular meetings are typically held on the second Wednesday of the month at 10:00 a.m. Meetings are held at the Library in Port Hadlock, at community centers/other community locations, or via web conferencing. To enable public participation, some meetings may be held at alternate times. All meeting times and places are posted as required by law.

### **Meeting Agenda**

The agenda for the meeting is prepared jointly by the Director in consultation with the Board President with input from other board members as appropriate.

### **Board Packet**

A board packet containing the meeting agenda, minutes from the previous meeting, financial reports, the Director’s report, and pertinent information is sent to Trustees the week prior to the board meeting.

### **Board Voting/Decisions**

All votes must be public. In making decisions, the Board works to reach consensus. It is appropriate for Trustees to state their positions on issues during discussion. Once a decision has been reached, however, it is essential that the Board speak with one voice to the public and the press. Trustees have an obligation to support the decisions made by the whole Board, regardless of their personal votes on an issue. Trustees may say that they voted against an issue, but that they support the decision of the Board.

### **Executive Sessions**

The Open Public Meetings Law allows the Board to call an executive session during regular or special meetings. Before convening an executive session, the presiding officer must announce the purpose of the session and the approximate time when the executive session will conclude, and the regular session reconvene. Topics that may be addressed in an executive session are precisely defined in the law and deal with the following topics: real estate transactions, contract negotiations, personnel issues, and litigation.

### **Board Retreats/Workshops**

The Board may schedule retreats or workshops to provide Trustees opportunities for more in-depth work on an issue or to provide professional development for Trustees.

## TRUSTEE LEARNING - DEVELOPMENT AND RESOURCES

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Library District Trustees are encouraged to attend annual library learning and development events, in addition to Board Retreat(s). These may be local or regional, and may include conferences, online training, vendor-sponsored courses, or training events offered by Jefferson County Library District.

As part of the annual budget process, the Board of Trustees may set a conference and travel budget for Board members.

Registration and travel logistics are coordinated through the Administrative Services Office.

Following attendance at a development event, Trustees will report highlights and useful information at the next scheduled Trustee meeting. Reporting may be oral, written, or both.

### Resources

[Public Library Trustee Summary Manual](#), *Washington State Library*.

[Public Library Trustee Wiki](#) (Reference Manual), *Washington State Library*.

[Leadership Brief: Leadership Roles for Library Trustees](#), *Urban Library Council*.

[United for Libraries](#) (Association of Library Trustees, Advocates, Friends, and Foundations), *American Library Association*.

## TRUSTEE POSITION DESCRIPTION

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### BOARD OF TRUSTEES JOB DESCRIPTION

The Jefferson Board of County Commissioners is responsible for the appointment of Library District trustees. When possible, trustees should reflect the geographic, economic, and demographic diversity of Jefferson County.

The Revised Code of Washington, section 27.12, provides the legal basis for public libraries in the State of Washington and section 27.12.210 defines the duties and responsibilities of trustees.

TRUSTEES are appointed to a five-year term of office. A trustee may serve only two consecutive terms, if reappointed by the County Commissioners.

TRUSTEES make a commitment of their time. They attend the regular monthly meeting and any special meetings necessary to conduct the business of the library district.

TRUSTEES develop a job description for the position of Library Director and employ the Director who serves under a contract with the library district.

TRUSTEES work with the Library Director to develop and adopt the annual operating budget. The Jefferson County Rural Library District is a junior taxing district and funds are received from taxes levied on property in the district. The budget is determined by Trustees and the Director and the levy rate is set by the County Assessor.

TRUSTEES develop and adopt policies which govern the operation of the Library District.

TRUSTEES work with the director to develop and adopt an Employee Manual that guides employment practices and procedures and is implemented by the Library Director.

TRUSTEES are responsible for providing and maintaining a library facility and assuring that information, education, and recreation needs of the community are met through the provision of library materials and services.

TRUSTEES review and approve payment of the monthly vouchers and stay informed regarding the Library District's revenue, expenditure, and budget balances.

TRUSTEES serve as board officers (Chair, Vice-Chair, and Secretary) with each trustee sharing these responsibilities during a term of office.

TRUSTEES assist the Library Director and staff with fundraising activities that enhance the Library District's service offerings.

TRUSTEES have an opportunity to become part of a library community and to have membership and involvement in various library organizations.

TRUSTEES follow the Code of Ethics for trustees and support the Library Bill of Rights and Freedom to Read Policies of the American Library Association and the Washington Library Association.

*Originally drafted: 2002*

*Revised: 3/1/2013*

*Updated: 12/27/2019*

## **LIBRARY DISTRICT POLICIES**

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### **PUBLIC SERVICE POLICIES**

3D Printing Policy  
ALA Intellectual Freedom Statement  
Child Safety Policy (en Español)  
Displays and Bulletin Boards Policy  
Facility Use for Political Purposes  
Fees Policy (en Español)  
Fee Schedule (en Español)  
Internet Use Policy  
Library Bill of Rights  
Library Standards of Behavior (en Español)  
Meeting Room Use Policy  
Memorials and Honors Policy  
Photography and Video Recording Policy  
Privacy & Confidentiality Policy  
Public Participation at Board Meetings Policy  
Public Records Request Policy  
Sales/Solicitation Policy  
Social Media Policy  
Use of Library Materials Policy (en Español)  
Volunteer Policy

### **OPERATIONS POLICIES**

Asset Management Policy  
Disposal of Surplus Property Policy  
E-Signature Policy  
Electronic Funds Transfer Policy  
Emergency Closure Policy  
Fiscal Management Policy  
Food and Beverage Purchase Policy  
Fund Management Policy  
Gift Acceptance Policy  
Investment of Funds Policy  
Key and Building Access Policy  
Library Policies  
Materials Selection & Management Policy  
Memberships In Community Organizations  
Outreach Services Policy  
Pandemic Preparedness and Response Policy  
Programs Policy  
Public Library/School Library Cooperation Policy  
Purchase Card Policy  
Purchasing Policy  
Signatory Authority Policy  
Telecommute Policy  
Text Messaging Policy  
Travel Policy  
Tuition Reimbursement  
Youth Services Policy

## **FRIENDS OF THE LIBRARY**

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### **Purpose**

Friends of the Jefferson County Library (FOJCL) is a separate (501 (c) 3) membership organization with its own board and officers, and maintains its own financial records. FOJCL exists solely to support District needs and can provide funds to support the District. FOJCL also helps promote library services in the community, provide volunteer assistance, and advocate for the library as needed.

### **Role**

FOJCL does not perform policy-making roles for the libraries they support, although their opinions are valued by the Trustees. FOJCL is welcome to send representatives to Trustee meetings.

### **Written Agreements**

On the advice of state auditors, FOJCL has a written agreement with the Library District to address the acquisition and sale of surplused library materials.

## BOARD OF TRUSTEES – CONTACT INFORMATION

Officers Updated: January 2025

Vickie K. Norris, **Chair**  
256 Anchor Lane  
Port Ludlow, WA 98365  
425-501-5894

APPOINTMENT: May 2022  
*Term expiration:* April 2029

George N. Sibley, **Vice-chair**  
8863 Flagler Road  
Nordland, WA 98358  
202-763-0537

APPOINTMENT: May 2022  
*Term expiration:* May 2027

Joan Chapdelaine, **Secretary**  
70 Montgomery Lane  
Port Ludlow, WA 98365-9666  
570-881-2099

APPOINTMENT: August 2020  
*Term expiration:* April 2028

Michael Kubec  
382 Windship Drive  
Port Townsend, WA 98368  
360-385-2041

APPOINTMENT: May 2016  
*Term expiration:* May 2026

Cheri Van Hoover  
P.O. Box 1658  
191 Ness Corner Road  
Port Hadlock, WA 98339  
360-302-0538

APPOINTMENT: September 2021  
*Term unexpired:* March 2025

## KEY STAFF PHOTOS / CONTACT INFORMATION

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**Daniel Heaton**  
Technology and Collections Manager  
[dheaton@jclibrary.info](mailto:dheaton@jclibrary.info)



**Chris Hoffman Hill**  
Public Services Manager  
[choffmanhill@jclibrary.info](mailto:choffmanhill@jclibrary.info)



**Monica le Roux**  
Administrative Services Manager  
[mleroux@jclibrary.info](mailto:mleroux@jclibrary.info)



# ORGANIZATION CHART

