

# Mission and Roles

The mission of the Library Council of Washington is to promote access to library service and information resources for all people of Washington State. To meet this commitment, the council's membership represents the broadest possible range of library community interests.

## Roles of the Library Council of Washington

1. Serve as an advocate and a catalyst for developing and implementing statewide library programs that will improve service to all people in Washington through libraries;
2. Provide a forum for the library community to discuss issues of concern; individual members keep their constituents abreast of the council's progress and regularly request their input;
3. Advise the State Librarian and the Office of the Secretary of State on statewide areas of need in library service, and on library development in Washington State;
4. Encourage and support cooperation among libraries of all types throughout the state;
5. Assist in the development, implementation and evaluation of statewide library development plans and long range Library Services and Technology Act (LSTA) plans;
6. Advise the State Librarian and the Office of the Secretary of State on the use of federal funds;
7. Pursue opportunities for collaboration with other agencies and community partners who share similar interests with libraries; and
8. Advocate on behalf of Washington libraries in collaboration with other organizations.

## Library Council Membership

Members are knowledgeable and active, with good communication skills among their peers. They willingly and regularly participate in all activities of the Council, possessing a holistic approach to solving problems and being accountable to the entire statewide library community. These members may include, but are not limited to library employees, volunteers, trustees, advocates, foundation board members, consultants, or educators.

## **Member Responsibilities**

1. To participate actively, contribute to and evaluate the work of the Council.
2. To advise the State Librarian and the Office of the Secretary of State on policies, procedures and evaluation of the LSTA program, and on library development.
3. To determine broad policies and guidelines for the administration of federal funds for libraries and recommend them to the State Librarian and the Office of the Secretary of State.
4. To communicate with constituencies within the library community and to reflect the issues, concerns and viewpoints of the constituencies members represent.
5. To maintain awareness of current issues and concerns in appropriate areas of expertise and of library issues and trends, particularly as they affect the state of Washington.
6. To be knowledgeable about the development of libraries and library services within the state of Washington.
7. To advocate on behalf of Washington Libraries and champion library initiatives.
8. To assume other responsibilities that may, from time to time, be necessary for the effective operation of the Council.
9. To respond to any requests made by the State Librarian and the Office of the Secretary of State consistent with its purpose.

## **Criteria for Membership**

- Minimum of three years' experience working in or with a library community in Washington;
- A demonstrated knowledge, experience, or expertise in:
  - the constituent library community you seek to represent
  - associated and relevant community activities that will aid the member while serving on Council.
- Time commitment of approximately seven working days per year for meetings, and additional time allotted for tasks related to Council work, such as reading, communicating, responding to, and representing Council issues and recommendations to constituent communities. Council members also serve as Council liaisons to LSTA funded projects and as such serve on various project advisory committees. Council members may serve on Council subcommittees that are formed to work on issues and tasks before Council.

Additionally, the nominating committee will attempt to ensure representation of specific demographic designations of Washington, such as geographic location, rural/urban populations, ethnic groups, size of library, or other similar designations.

### **The basic positions of the Library Council of Washington are:**

- **Academic:** Two positions; one from a two-year institution, one from a four-year institution
- **Public:** Two positions; one from a library serving over 100,000, one from a library serving under 100,000
- **Special:** Two positions; must be from two different types such as business, law, medical
- **K-12:** Two positions; school representatives

### **The following areas of special expertise are represented on the Library Council of Washington:**

- **Technology:** Two positions; expertise in information technology as it applies to libraries and/or digital library services
- **Rural Library Services:** One position; experience in needs and issues of rural library services
- **Disadvantaged:** One position; experience in needs and issues of library services to this population
- **Cultural Diversity:** One position; experience in needs and issues of library services to people of diverse cultural and socio-economic backgrounds, to individuals with varying abilities, literacy levels, and age levels

### **Length of Terms:**

- Standard length of term shall be 3 years.
- The two positions in each category (academic, public, special, K-12, and information technology) will have staggered terms.
- Only two full consecutive terms may be served.

The Library Council of Washington will review its membership regularly in order to ensure adequate representation of library issues and constituencies.

# Library Council Bylaws

## ARTICLE I.

### *NAME*

The name of this organization shall be the "**Library Council of Washington.**"

## ARTICLE II.

### *MISSION*

The mission of the Library Council of Washington is to promote access to library services and information resources for all people of the state of Washington. To meet this commitment, the council's membership represents the broadest possible range of library community interests.

## ARTICLE III.

### *MEMBERSHIP*

#### ***Section 1. Appointment:***

Under the authority of WAC 304-12-040, thirteen (13) members will be appointed by the State Librarian and the Secretary of State.

#### ***Section 2. Term:***

Members shall be appointed for three (3) year terms. The term of office shall begin on January 1 of each year. No person shall be appointed for more than two (2) full consecutive terms. An individual serving at least one year of an unexpired term shall be considered to have served a full term.

#### ***Section 3. Representation:***

Members shall be appointed to represent the library and communities and constituencies as specifically outlined by the Library Council of Washington.

#### ***Section 4. Vacancies:***

Vacancies shall be filled by appointment for the un-expired term.

#### ***Section 5. Compensation:***

Council members shall serve without compensation, but will be reimbursed for subsistence, lodging and travel expenses for Council meetings and approved business of the Council, in accordance with the provisions of the Washington State Travel Regulations.

#### ***Section 6. Removal:***

The Council may recommend that the State Librarian and the Secretary of State appoint a replacement for any member whose absences impair effective participation on the Council.

#### ***Section 7. Ex-Officio Members of Library Council:***

The Washington State Librarian and the Dean of the Information School at the University of Washington shall be ex-officio members of the Library Council of Washington. These members shall attend and participate in all matters of the Council, or any standing or special committee, but will not have the right to vote.

## ARTICLE IV.

### *OFFICERS*

#### ***Section 1. Election:***

The Council shall elect from its membership a Chair and Vice-Chair at the last meeting of the year.

#### ***Section 2. Term:***

Officers elected shall serve one year or until their successors are elected.

#### ***Section 3. Chair:***

The Chair of the Council shall preside at all meetings of the Library Council of Washington, appoint all committees, act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Library Council of Washington.

#### ***Section 4. Vice-Chair:***

The Vice-Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve, or removal from office.

#### ***Section 5. Secretary:***

The State Librarian or designee shall serve as Secretary of the Council. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Council.

## ARTICLE V.

### *MEETINGS*

#### ***Section 1. Schedule:***

Regular meetings of the Council shall be held as the Council may, from time to time, designate, but not less than quarterly. The date, hour and location shall be set by the Council, according to the laws of the state of Washington. A tentative schedule for the upcoming year shall be determined at the last two meetings of the year.

#### ***Section 2. Special Meetings, Emergency Meetings and Study Sessions:***

Special meetings, emergency meetings and study sessions shall be scheduled as needed and in accordance with the laws of the state of Washington.

#### ***Section 3. Quorum:***

Seven members shall constitute a quorum. A majority of those present shall be necessary to take action on any item coming before the Council. Council members participating in any meeting by teleconference, videoconference or other electronic means shall be deemed present for the purpose of determining a quorum or for voting.

## ARTICLE VI.

### *COMMITTEES*

#### ***Section 1.***

Standing or special committees shall be appointed by the Chair, from time to time, as deemed necessary. The following standing committee is recognized: A. Nominating Committee - The Nominating Committee shall be composed of three members, appointed from Council

membership. The Nominating Committee is responsible for the recruitment process, evaluating applicants, and making recommendations on appointments to the full Council.

## **ARTICLE VII.**

### ***AMENDMENTS***

These Bylaws may be revised or amended at any regular or special meeting of the Council upon an affirmative vote of at least three-fourths (3/4) or more of the members present, in person or by proxy, with the provision that the Council receive copies of the proposed changes at least one (1) week prior to the meeting.

Originally adopted by resolution of the Library Council of Washington on January 5, 1999. Amended to include the addition of Dean of the Information School at the University of Washington or designees as an ex-officio member on July 20, 1999. Amended to reflect the transition of the Washington State Library into the Office of Secretary of State, the elimination of the Washington State Library Commission, adjustments to the elections and terms of officers, and the re-establishment of a membership nominating committee on September 5, 2002. Amended on September 21, 2010 to define what constitutes a full term when a new member is appointed to serve the remainder of an unexpired term.