

**Ocean Shores Public Library**  
**Advisory Board of Trustees Bylaws**

*Approved:*

*Board of Trustees- October 8, 2025*

*Mayor- Reviewed and Redlined on November 6, 2025*

*Board of Trustees: Approved Redline on December 10, 2025*

*City Council on March 11, 2026*

**Article I – Purpose**

The Advisory Board of Trustees (Board) of the Ocean Shores Public Library exists by virtue of the provisions of RCW 27.12 and in accordance with City of Ocean Shores, Washington Ordinance No. 1138 the Ocean Shores Municipal Code 2.44 and exercises the authority and assumes the responsibilities delegated to it by said statutes.

**Article II – Members**

The Board shall consist of five members appointed to two-year terms approved by the Mayor and the City Council. The Board may suggest an appointment to the Mayor by official letter, signed by the President. If a member becomes disabled or incapacitated or fails to attend three consecutive meetings without legitimate reason, the member’s position may be declared vacant by the Board. Any Board member may be removed from office by a vote of four Board members at any scheduled meeting. Notice of proposed removal of the member must be given to the member prior to the date of the meeting at which such removal is to be voted upon. Such notice must state the cause for the proposed removal.

### **Article III – Officers**

The officers shall consist of a President, a Vice-president, and a Secretary to be elected at the February meeting. The President shall preside at all meetings of the Board. The Vice-President shall preside in absence of the President. The Secretary shall keep minutes of all Board meetings. The President may appoint other special or standing committees.

### **Article IV – Meetings**

The Board will meet at 3:00 p.m. on the second Wednesday of every other month, during even numbered months. Meetings, except for executive sessions, are open to the public, and the time and place of the meeting shall be published. The President, Vice-President or a majority of the Board may call a special meeting on 24-hour notice.

#### **AGENDA PREPARATION**

- A. The preparation of the agenda will be the duty of the City of Ocean Shores Library Director, and they will coordinate the preparation with the President.
- B. The agenda may be divided into sections and continue until subsequent meetings when it is apparent one meeting will not be sufficient to complete scheduled business.
- C. A rough draft copy of the agenda will be provided to the City Clerk and their designee 7 days prior to date of meeting. The agenda will be formatted to specification by the City Clerk and posted publicly no less than 24 hours prior to meeting.
- D. An email with the agenda will be provided to Board members along with a link to the current agenda.
- E. The agenda will indicate whether the Board intends to take formal action on a matter.

- F. The Board may conduct special meetings and shall give public notice as required.
- G. The agenda shall be approved at the beginning of each meeting.

### **Article V – Guidance for Public Communication**

Prior to any scheduled meeting, the Board will publish an agenda of items to be discussed during the meeting. Public comment may take place in person at a board meeting or remotely live at an electronically held meeting. Citizens may speak for up to three minutes on an agenda item when it is introduced. Citizens may comment for up to three minutes on a non-agenda item during public communications at the beginning of each meeting. Questions or concerns from citizens during the meeting will be answered in a timely manner. A citizen may request an item be placed on the agenda by submitting a written request to the Board President no later than ten days prior to a regular meeting.

### **Article VI – Functions**

A. The Board shall adopt such bylaws, rules, and regulations, for its own guidance and for the governance of the library, as it deems expedient.

B. The Board works closely with the City of Ocean Shores to hire a Library Director who is certified by the State of Washington and who meets the requirements of the Board.

C. The Library Director shall formulate and/or review the budget annually for the submission to the City Council subject to the approval of the Board.

D. The Board shall accept gifts of money or property for library purposes. People desiring to donate to the library shall be directed to

the Ocean Shores Library Director who will discuss giving options per the Board's adopted Gifts Policy.

E. Employment and management of staff is the responsibility of the Library Director.

F. The Board shall make recommendations to the City on policy changes regarding the purchase, maintenance, and use of library facilities and materials.

G. The Board shall suggest plans for the future of the library and evaluate the effectiveness of the library.

H. The Board ensures the records of board meetings are accurate and meetings are open to the public.

I. The Board shall advocate for the library.

J. The Board shall know the needs of the community and keep abreast of library trends and standards.

K. The Board shall do all other acts necessary for the orderly and efficient management and control of the library pursuant to RCW 27.12.

## **Article VII – Amendment of Bylaws and Policies**

A. The Board shall review the bylaws and library policies every 2 years or as needed by the Library Director.

B. Bylaws and policies may be amended by a majority vote at any regular meeting, provided that the nature of the amendment was either stated in the call for the meeting or at the previous meeting.