



Lacey Library Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, January 29, 2025

5:30 PM

Executive Board Room and Online

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - A. Meeting Minutes of October 17, 2024
- 5. Public Comment**
- 6. Agenda Items**
 - A. **2025 Election of Officers**
 1. Chair
 2. Vice Chair/Secretary
 - B. **Library Manager Update**

Blake Bresnahan, Assistant Manager
 - C. **By-Law Review: Regular Meetings**
 1. Library Board By-Laws, Article IV, Section 1
 - D. **2025 Meeting Calendar**
 - E. **Term Expirations**
 1. James Murray, expiration February 2, 2025
 - F. **For the Good of the Order**
- 7. Adjourn**

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in-person, or you may view or listen to the meeting

using one of the following platforms:

In-Person Executive Board Room at Lacey City Hall
 420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_Y14HmWFGToaQ9lOx3CTkTg

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=y0FYtzfP-OM>

Cable: Channel 77 with your local cable provider

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 875 8725 6316)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Executive Board Room.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_Y14HmWFGToaQ9lOx3CTkTg

Instructions and access details will be provided once registration is complete.

DRAFT Lacey Library Board Minutes

October 17, 2024, 5:30 p.m.

(Live and Zoom meeting)

Present: Sharla Desy, Amy Blondin, Scott Robinson, James Murray, Pam Nelson, Avani Kumar, Youth Representative and Blake Bresnahan, Assistant Library Manager (and interim Library Manager). No one attended the meeting via Zoom.

Sharla Desy called the meeting to order at 5:30 p.m.

The Agenda was approved as written.

The Minutes from the April 17, 2024, meeting were approved as written.

There was no public comment.

Library Manager's Report

Blake provided the library report. In August, Holly Paxson moved to the Timberland HR Department. Blake is acting as the interim manager while Timberland recruits and reviews resumes for a new library manager.

Through the departures of other staff members in September and October, there are 70 fewer hours available each week. Thirty of those hours have been reallocated to the mobile Anywhere Library

The Naselle Library has gone to an unstaffed model.

Circulation is growing for both Lacey and Hawks Prairie sites. Story time has been added to Hawks Prairie, but they are limited by space.

The Hawks Prairie location will eventually move to the Young Child and Family Center of Lacey at Marvin and Steilacoom Rd.

James asked about construction of the study rooms. Blake believes construction is planned for next fall. Sharla will research and bring the info to the next meeting.

Scott asked whether the City Council would be involved in the hiring process for the new manager. Blake explained that typically the hiring panel consists of other managers within the Timberland organization as well as staff members from the Lacey Library.

Next Meeting

We should have four or five meetings per year, so we need to schedule another meeting before the end of the year. Tentative date for the next meeting is November 13th, followed by a meeting on January 8th to elect Board Officers for 2025.

The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Pam Nelson

Article IV. Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Wednesday of each month at 5:30 p.m. There shall be at least four regular meetings per year. A consensus of the board shall determine the date of each regular meeting. Additional meetings shall be determined at the pleasure of the board.

Option A – Recommended by City Staff

The Board will meet on the third Thursday of January, April, July, and October at 5:30 p.m. When a regular meeting falls on a legal holiday, the Board will meet on the following day, or as scheduled by the Board. Meetings may be cancelled when necessary.

Option B

The Board will meet on the third Thursday of the month, on a schedule determined by the Board each year. The meetings will be held at 5:30 p.m., with at least four regular meetings per year.

Option C

During the first meeting of the year, the Board will determine a schedule for each regular meeting. The meetings will be held at 5:30 p.m., with at least four regular meetings per year.

LACEY LIBRARY BOARD BY- LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/secretary, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/Secretary

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

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Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the president. At least 48 hours notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3) members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipality Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing committees

The following committees: by-laws committee shall be appointed by the president promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote in case of a tie and may move or second a proposal before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were approved at a meeting of the Lacey Library Board meeting by a two thirds majority vote on October 10, 2012.