

**TOWN OF CATHLAMET
ORDINANCE #514**

**AN ORDINANCE REPEALING CATHLAMET MUNICIPAL CODE
CHAPTER 2.45, AND ENACTING NEW PROVISIONS**

WHEREAS, the Council of the Town of Cathlamet finds that it is in the public interest to operate and maintain a public library; and

WHEREAS, the Council of the Town of Cathlamet finds that it is in the public interest to clarify the duties, responsibilities, and authority of the Town's Library Board of Trustees, and

WHEREAS, the Council intends to express its intent to operate the Town's Library in a manner consistent with RCW Sections 27.12.190 *et seq.*,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CATHLAMET:

1. Cathlamet Municipal Code Chapter 2.45 is repealed.
2. Cathlamet Municipal Code Chapter 2.45 is enacted as follows:

**Chapter 2.45
Cathlamet Public Library**

2.45.010 Library established

The Town of Cathlamet has established a public library for the education, promotion of culture, and intellectual enjoyment and benefit of the town. The library, formerly known as the Blanche Bradley Memorial Library, shall hereafter be known as Cathlamet Blanche Bradley Public Library. All facilities, equipment, furniture, books, records, periodicals, and other town-owned assets of the Blanche Bradley Memorial Library are hereby assigned to the Cathlamet Blanche Bradley Public Library, and remain the property of the town.

2.45.015 Town Library Location

Until such time as the Library Board of Trustees shall acquire or obtain an alternate site on which to locate the Town Library, The Cathlamet Blanche Bradley Public Library is authorized to occupy space in the Town Hall building at 100 Main Street, Cathlamet, Washington.

2.45.020 Librarian

The library shall be operated under the direction of a librarian, who shall be appointed by and serve at the pleasure of the Library Board of Trustees. The librarian's compensation shall be set by the board consistent with funds appropriated by the council for library operations. For purposes of payroll, withholding taxes, insurance, applicable benefits, and other administrative requirements of law and town policy, the librarian is considered an employee of the town.

2.45.025 Duties of Librarian

- (1) The librarian shall manage the operations, programs, and services of the Library within the policy established by the board of trustees, the policy and ordinances of the town, and other applicable laws and rules.
- (2) The librarian shall supervise subordinates and engage volunteers as authorized by the board.
- (3) The librarian shall assist the board in identifying needs for library services, tracking legislation impacting library operations, proposing policies, evaluating effectiveness, improving efficiency, preparing a proposed library budget, and otherwise assisting the board in the performance of its duties as set forth in Section 2.45.045.

2.45.030 Library Board of Trustees (Library Board) created

There is hereby created a library board of trustees consisting of five (5) members appointed by the mayor, subject to confirmation by a majority vote of the Council. The board shall have the power to hire a librarian, set library policy on the mission, goals, objectives, propose a budget, and perform the duties of governance pursuant to the Revised Codes of Washington 27.12.190 and 27.12.210 as amended.

- (1) The trustees shall serve without compensation.
- (2) The term of office of the initial five trustees shall be for one, two, three four, and five years, and thereafter shall be appointed annually for a term of five years.
- (3) A trustee shall attend no less than seventy-five percent (75%) of the regular meetings scheduled by the board each year. Meetings missed after pre-arrangement with the chair shall not be counted as unexcused absences. Failure to meet the board of trustees' attendance requirements shall be grounds for removal of a trustee by the town council.
- (4) At least three of the five trustees shall be residents of the Town of Cathlamet. At the council's option, one or two trustees may be appointed who are residents of the library's service area outside the town's boundaries. In selecting the trustees, the council shall seek to ensure representation that includes experience with the functions of public and private libraries, serving on oversight boards, and a demonstrated commitment to promoting public education, culture, and intellectual development to a diverse community.
- (5) A trustee may be removed by the town council for incompetency, inefficiency, non-performance, neglect of duty, misfeasance, or malfeasance. Decisions of the town council regarding membership shall be final, and there shall be no appeal therefrom.
- (6) Board members are appointed public officials. As such, board members are required to obey all applicable laws, including but not limited to the Open Public Meetings Act (RCW 42.30) and the Appearance of Fairness Doctrine Act (RCW 42.36) all ordinances, and rules, and comply with any code of conduct or ethics which the council may adopt. No board member shall concurrently serve as a member of another public or private organization's board of directors, where that organization conducts any business with the Cathlamet Blanche Bradley Public Library.

2.45.040 Duties of Library Board of Trustees

The Library Board of Trustees, immediately after their appointment by the Mayor and confirmation by the Town Council, shall meet and organize by the election of such officers as they deem necessary. They shall:

- (1) Adopt such bylaws, rules, and regulations for their own guidance and for government of the town library as they see fit;
- (2) Have the supervision, care, and custody of all property of the town

library, including the rooms or buildings constructed, leased, or set apart therefore;

- (3) Employ a librarian, and upon his or her recommendation, employ such other assistants and volunteers as may be necessary, all within accordance with the provisions of RCW 27.08.010 as amended, prescribe their duties, fix their compensation, and remove them for cause; all such personnel as engaged shall be subject to the Town's background check procedure.
- (4) Submit annually to the Town Council a budget containing estimates in detail of the amount of money necessary for the library for the ensuing fiscal year;
- (5) Have exclusive control of the finances of the library;
- (6) Accept such gifts of money or property for library purposes as they deem expedient;
- (7) Lease or purchase land for library buildings;
- (8) Lease, purchase, or erect an appropriate building or buildings for library Purposes, and acquire such other property as may be needed therefore;
- (9) Purchase books, periodicals, maps, and supplies for the library; and
- (10) Do all other acts necessary for the orderly and efficient management and control of the library.

2.45.045 Library Board of Trustees Fiscal Accountability

- (1) The town clerk-treasurer shall schedule payments of the claims and vouchers of the board of trustees upon the approval thereof by majority vote at a regular meeting of the board as provided by law.
- (2) All library card fees, overdue book fines, penalties, charges, purchase rebates or credits, gifts, grants, surplus materials sales donations, refunds, awards, loan proceeds, or anything of monetary or non-monetary value acquired by or given to the Cathlamet Blanche Bradley Public Library shall be deposited by and accounted for by the town clerk-treasurer according to law.

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- (3) Nothing herein shall authorize the board of trustees to authorize expenditures or obligate the Town of Cathlamet in excess of its

appropriation in the town's annual budget ordinance.

- 3. This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Passed first reading:_____

Passed second, third and final reading:_____

Attest:

Sylvia G. Costich, Clerk-Treasurer

Richard A. Swart, Mayor

Thomas M. Doumit
Town Attorney, WSB No. 28209

Steve McNicholas
Council Position No.1

Walter Wright
Council Position No. 2

David Goodroe
Council Position No. 3

Robert Rendler
Council Position No. 4

William Talbott
Council Position No. 5

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