

**UPPER SKAGIT LIBRARY BOARD RETREAT  
SEPTEMBER 14, 2020**

**PRESENT: Jeff Maher, Kevin Crozier, Mary Blythe, Keith Alesse and Linden Jordan.  
Staff: Amanda Perez and Loly Gomez.**

**Meeting was called to order by Jeff Maher at 12:45 pm. All board members were in attendance. Meeting was conducted via Zoom.**

- 1. Review of USLD Bylaws-all board members indicated they had reviewed the bylaws.**
  - a. ARTICLE I-no revision proposed.**
  - b. ARTICLE II-Mary suggested revisions but they applied to a library that is a municipality, not a library district. No revision proposed.**
  - c. ARTICLE III-**
    - i. Mary suggested some revisions but these also applied to a library that is a municipality, not a library district.**
    - ii. Board needs to provide an employment contract for our director. Amanda will send a copy of the contract used in the past updated with her information. We will review this and have a contract ready for her to sign by the next regular board meeting in October.**
    - iii. Mary suggested that we add that the Board of Trustees should speak and act as advocates for the library in the community. This will be considered for the annual meeting.**
  - d. ARTICLE IV-**
    - i. Section 1-no revision proposed.**
    - ii. Section 2-no revision proposed.**
    - iii. Section 3-no revision proposed.**
    - iv. Section 4-no revision proposed.**
  - e. ARTICLE V-**
    - i. Section 1-no revision proposed.**
    - ii. Section 2-no revision proposed.**
  - f. ARTICLE VI-**
    - i. Section 1-discussion regarding offices of Treasurer and Financial Officer. We currently don't have designated persons for these offices.**
      - 1. Mary nominated Keith for Treasurer. Linden seconded. Motion carried.**
      - 2. Keith nominated Mary for Financial Officer. Linden seconded. Motion carried.**
      - 3. Mary suggested adding Liaison to the list of officers. This will be considered for the annual meeting.**
    - ii. Section 2-Linden asked if the Treasurer is a required signature on the expense transmittal sheets as this person's signature is called**

the “primary signature” in the bylaws text. Amanda stated that the county just began allowing electronic signatures, so Keith will be able to be on the transmittal sheets as the primary. No revision proposed.

- iii. Section 3-no revision proposed.
- iv. Section 4-no revision proposed.
- g. ARTICLE VII-
  - i. Section 1-no revision proposed.
  - ii. Section 2-no revision proposed.
- h. ARTICLE VIII-
  - i. Section 1-no revision proposed.
  - ii. Section 2-no revision proposed.
  - iii. Section 3-terminology “study sessions” means trainings. No revision proposed.
  - iv. Section 4-no revision proposed.
  - v. Section 5-amend bylaw as follows: Voting by members shall be either done physically or remotely, or shall be presented in written form. No further revision proposed. This change will be presented at the annual meeting.
  - vi. Section 6-no revision proposed.
  - vii. Section 7-no revision proposed.
- i. ARTICLE IX-
  - i. Section 1-Linden proposed an addition to the agenda order of business that would allow the board an opportunity at the end of the meeting to speak as a general wrap up. Since board members are restricted in the ways in which they can communicate with each other, he is seeking a public option to allow that to happen. A discussion ensued. Amanda contacted Carolyn Peterson at the State Library Office for an opinion. The board agreed that there should be a one minute time limit per board member, and there should be no discussion allowed of items brought up. This will be tabled until the October regular board meeting for more discussion.
  - ii. Section 2-Keith proposed that this section be stricken from the Bylaws. Since our current parliamentary procedure does not comport strictly to Robert’s Rules, between now and the annual meeting we will search for an alternative method. Until then, we will continue in accordance with Robert’s Rules as a guide for procedure. We will include this as an agenda item in October for an update on our progress.
- j. ARTICLE X-
  - i. Section 1-note the discussion regarding the director’s contract earlier in the meeting. No revision proposed.
  - ii. No revision proposed.
  - iii. No revision proposed.

- iv. Mary suggested that the schools be added to this sentence. This will be considered for the annual meeting.
- k. ARTICLE XI-no revision proposed.
- l. ARTICLE XII-no revision proposed.

NOTE: To expedite our ability to amend the bylaws, Loly will set up a file in Google Docs that we can all access. We will get an update on this at the October board meeting.

- 2. Review of Robert's Rules of Order-see above discussion (Article IX, Section 2).
- 3. Consideration of bid proposed for the New Library Building
  - a. All board members indicated that they had reviewed the primary bid submitted from the lowest bidder. Their alternate bid that was submitted is for \$1500.00 less if a different type of flooring is used. This decision will be made at a later time.
  - b. SHKS will now review this bid in detail and render an opinion as to whether the bidder qualifies based on bidder requirements listed in the specifications. This will be happening in the next few days.
  - c. Linden made a motion that the Board accept this bidder contingent on an opinion by SHKS that the bidder qualifies. If SHKS does so indicate, our approval of the contract will take effect immediately. Keith seconded the motion. The motion carried unanimously.

There being no further business to conduct, Keith moved that the meeting be adjourned. Mary seconded the motion.

Jeff adjourned the meeting at 2:30 pm.

The next meeting of the board will be on October 8th, 2020 via Zoom.

 10/13/20