Policy/Procedure regarding Board member absences

Board Policy 2017-1

Policy

The Board of Trustees of the Central Skagit Rural Library believe that full participation in regular and special Board meetings by all trustees is desired and in the best interests of district residents.

Procedure

Any Board member who is not able to attend a regular meeting of the Board of Trustees shall communicate that absence as follows:

At a regular meeting of the Board of Trustees, announce the expected absence under the "Other Business" section of the agenda.

If there is not a regular Board meeting prior to the absence, communicate via email with the Board Chair and Library Director the expected absence.

It is also expected that when feasible during an expected absence, board members will make every attempt to participate remotely via phone, skype or other means.

Policy/Procedure regarding agenda setting

Board Policy 2017-2

Policy

The Board of Trustees of the Central Skagit Rural Library will participate in the setting of agendas for regular and special board meetings to ensure that there is opportunity for all matters of interest and concern to be included in meeting proceedings.

Procedure

The Board Chair, or in the absence of the Board Chair the Board Vice-Chair, shall meet with the Library Director to draft agendas for regular meetings.

To support this activity, the Library Director will develop and maintain an annual calendar of standing Board activities and events.

The Library Director shall email each Board member a draft list of agenda topics and solicit responses at least 48 hours before input is due.

Board members will respond via email to the Library Director by the deadline given.

The Library Director will finalize the agenda, prepare the agenda packet and email it to all Board members one week in advance of the regular meeting.

Special board meetings may follow a different timeline and procedure, but in every case agendas will be emailed to Board members in advance of a special meeting.

DRAFT Policy/Procedure Regarding Public Comments

Board Policy 2017-3

Policy

It is the policy of the Board of Trustees of the Central Skagit Rural Library to encourage and welcome public comment at its meetings and to take public input into consideration as part of its decision-making processes. While the Board will not respond to suggestions or other comments as part of the meeting, Board members may place such items on future Board agendas for discussion. The Board intends to respond to questions of fact posed during public comment in order to be responsive to members of the public seeking information.

Procedure

Public Comment Protocol:

- Public comment time will be reserved on each Board meeting agenda and will be so noted on the agenda.
- Public comment will be received from persons who provide all requested written sign-in information.
- Comments are limited to a maximum of three minutes, whether provided by an individual or an individual representing a group, and are limited to once per person.
- Comments will be documented as part of the meeting record.
- The public comment period will be managed by the Board Chair who will enforce time limits and who may declare out of order any public comment that is inappropriate in behavior or language.
- Written comments may be provided in lieu of spoken comments, or as a supplement to spoken comments, and shall be sent to the Board of Trustees c/o the Library Director.

Responses to Questions of Fact:

- The Library Director shall draft responses to questions of fact posed during the public comment period and shall provide draft responses to Board members in a timely manner.
- Board members shall provide feedback to the Library Director on draft responses in a timely manner.
- The Library Director shall post questions of fact and final Board responses to the Board portion of the Library website.

Approved October 27, 2017