

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
February 15, 2018
7:00 p.m.

1. Call to Order
2. Friends of the Library Memorandum of Understanding
3. Public Comments
4. Approval of Agenda
5. Consent Agenda Items

Approval of the Regular Meeting Minutes from
Approval of January 2018 Payroll in the amount of \$17,489.28
Approval of January 2018 Vouchers in the amount of \$\$45,419.17
General Ledger Report for January 2018
Balance Detail Reports/Balance Sheets

6. Conflict of Interest
7. Communications
8. Report of the Director
9. Unfinished Business
 - A. Friends MOU (D)
 - B. Annual Retreat (D)
 - C. Internal Controls (E,N,D)
10. Other Business
11. Executive Session

There may be an Executive Session immediately preceding, during or following the meeting.

Legend:

E = Explore Topic
N = Narrow Options

D = Decision

Information = informational items and updates on projects

Parking Lot = Items tabled for a later discussion

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
Sedro-Woolley City Council Chambers
January 18, 2018
7:00 p.m.

1. Call to Order 7:02pm

Trustees Present: Mary Alice Grobins, Chair
Mindy Coslor, Chair
Chris Silves
Lynn Torset
Ahmik Hindman

Staff Present: Jeanne Williams, Director

2. Friends of the Library Memorandum of Understanding

Visitors from the Friends of the Central Skagit Library District were present: Jedidiah Holmes, Sharon Howe, Tim Howland, Beth Rosenstiel, and John Verdoes.

Jedidiah Holmes shared that he is Vice President and is very excited about the potential the library has and is excited to be part of the changes coming for the library. He shared that his four year old daughter enjoys visiting the library. He also shared other Boards that he is active in. He believes that the Friends can make a great contribution to the library.

Friends members introduced themselves and shared some background on their interest in libraries.

Lynn Torset shared that he appreciated everyone's involvement with the Friends group and that the library can use help from time to time.

Mindy Coslor expressed her gratitude that attendees were willing to step up and help.

Chris Silves seconded Mindy Coslor's sentiment.

Mary Alice Grobins also expressed her appreciation and pointed out that there is work involved in creating a Friends organization and she is glad that everyone from the Friends group were willing to do that work. She also stated that she looks forward to years of mutual support.

3. Public Comments

Sharon Howe shared that she wanted priorities around the design of the new library facility to focus on conservation and principles that would keep utility and maintenance costs down.

4. Approval of Agenda

Motion to approve the agenda.

Motion 1: Ahmik Hindman

Motion 2: Mindy Coslor

Unanimous

5. Consent Agenda Items

Approval of the Regular Meeting Minutes from December 21, 2017

Approval of the Special Meeting Minutes from December 5, 2017

Approval of the Special Meeting Minutes from December 11, 2017

Approval of December 2017 Payroll in the amount of \$21,735.26

Approval of December 2017 Vouchers in the amount of \$34,418.13

General Ledger Report for December 2017

Balance Detail Reports/Balance Sheets

Motion to approve the consent agenda.

Motion 1: Chris Silves

Motion 2: Mindy Coslor

Unanimous

6. Conflict of Interest

None reported.

7. Communications

Mary Alice Grobins shared that she had been working with the Sedro-Woolley Mayor and city manager, along with Strategies 360 on a legislative request for what began as \$2 million to augment funding to build a larger library that what we can currently afford. Letters to key legislators have been drafted with a short outline of the requests to go out. The request is being sponsored by Senator Wagoner and Representative Eslick and the amount requested was increased to \$2.5 million. It will be part of the supplemental budget that will go through a process in each chamber. We have also asked for letters of support from key community members who were involved in the pre-design meetings.

On Monday, January 22, Jeanne Williams, Julia Johnson, Eron Berg and Mary Alice Grobins will travel to Olympia to attend meetings with several legislators to share information and garner support for the new library project.

8. Report of the Director (attached to previous meeting materials)

Jeanne Williams shared that most activities have focused on the transition to consolidated library services. All employees received employment offers and all but one staff-person accepted the offers. Staff have been cross-training between the two library branches. There have been meetings with the city maintenance director to discuss changes to the floorplan and removal of the service desk to allow for more shelving. Interpreting technology has toured the facility and have been working on developing the new network for the library. Comcast will be building out cable to the library and will absorb the \$3500 cost to do so. In order to take cash, the Board will need to be prepared to adopt the internal controls policy manual, which has been audited by the Skagit County Treasurer. Most of the internal controls policies are policies that have already been adopted by the Board over the years. There are only about two pages of new policy for the cash handling. Finally, the Director will be interviewing candidates for the supervisory librarian position on January 19th.

Mary Alice Grobins asked when and where consolidated services would take place. Jeanne Williams shared that the weekend of President's Day would be the moving dates. There will then be staff training and meetings on February 20th with public library services to begin at the city library location on February 21st. All administrative and cataloging duties would take place at the Metcalf location, allowing more public activities to take place at the Ball Street location. The office will become a small meeting room. The Friends of the Sedro-Woolley Library have been holding an ongoing book sale to clean out the books in the basement. Whatever is left will be sold by the Central Skagit Library Friends.

Chris Silves stated that it sounded as though it was a well-thought-out plan.

Mary Alice Grobins shared that we need to think about how we are going to celebrate the new location and communications about the changes to library services.

Ahmik Hindman asked what drove the decision to add security cameras. Jeanne Williams shared that the current cameras are only external. The internal cameras would allow for line of sight on a back door as well as other blind spots.

9. Unfinished Business

A. Pre-Design Committee Report – Update on New Library Process

Mary Alice Grobins shared that the 100 W State Street site has been purchased. The parcel was actually about 3500 square feet smaller than advertised and the owner made a price adjustment to reflect this. The property will still accommodate the library footprint that we anticipate. The pre-design is finished and the committee is now disbanded.

Mindy Coslor stated that she is interested in the next step and asked if the same members would then be on the design committee.

Mary Alice Grobins stated that, per the partnership agreements, there would be no design committee and that Eron Berg (city manager) and Jeanne Williams would be the primary points of contact. They will also have to develop the public involvement process. She shared that she doesn't expect very much to happen in the next four to six weeks due to the legislative session.

Ahmik Hindman asked about the current tenants in the building at 100 W State Street. Jeanne Williams shared that the tenant in the apartment has already vacated and now the city is serving as landlord to the existing tenants. Mary Alice Grobins furthered that demolition would likely not take place until sometime in 2019.

B. Library Services Policy Manual

Motion to accept the Library Services Policy Manual as submitted with the previous corrections.

Discussion:

Mindy Coslor shared a concern about Appendix II because it is a superseded document and it creates confusion since Appen. She offered the friendly amendment:

Motion to delete Appendix II from the document.

Discussion:

Ahmik Hindman asked if this was the appendix that contained outdated language he had concerns about. Mindy Coslor shared that Appendix I is the updated version of the Code of Ethics adopted in 1932 and is the current document in force.

Chris Silves shared that she accepted the friendly amendment.

Jeanne Williams shared that she wanted all of the appendices across the documents to match and the personnel manual contains that appendix.

Motion 1: Chris Silves

Motion 2: Lynn Torset

Unanimous

Motion to remove Appendix II (Code of Ethics for Librarians) from the Personnel Manual.

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Unanimous

C. Trustee Vacancy Recommendation Process

Mary Alice Grobins stated that she had not received any comments or edits to the original draft of the process document.

Motion to accept the Trustee Vacancy Recommendation Process as submitted.

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Unanimous

9. New Business

A. Trustee Vacancy Recommendation to the Board of County Commissioners

Motion to recommend Chris Silves to be re-appointed to the Board of Trustees for a second term.

Motion 1: Lynn Torset

Motion 2: Ahmik Hindman

Unanimous

Discussion:

Mary Alice Grobins shared that the Board of County Commissioners are expecting a recommendation from the Board of Trustees.

Mary Alice Grobins stated that she had some remarks concerning the recommendation:

"I feel that Chris Silvas has been a dedicated and hard-working board member, and she has contributed a great deal to the library district over her five-year term on the board. If she were to be appointed to a second five-year term by the County Commissioners, I would be supportive and would continue to enjoy working with her.

I do, however, have concerns that have nothing to do with Chris, her value to this board or her strengths on this board:

As part of the negotiated partnership with the City of Sedro Woolley, our board agreed that a City citizen representative on this board would be appropriate, and over a year ago we modified our bylaws so that we would have the latitude to recommend a city representative to the County Commissioners.

This board approved the three partnership agreements in July and the project pre-design in December, so at this point all elements of the partnership are triggered and in place.

While members of the board may believe that a good board member should be renewed for a second term, as allowed by state law, technically at this moment, there will be vacancy on this board in March, and we agreed in principle that we would recommend a Sedro Woolley resident following approval of the partnership with the city.

Our board did not solicit applications for this board vacancy, although we have received one letter of interest from a Sedro Woolley resident.

Personally I hope to continue to work with Chris but recognize that the County Commissioners may act otherwise in the interest of broader representation.

In conclusion, should the Commissioners choose to appoint Chris to a second term, as a gesture of good faith I urge the Board to consider inviting a Sedro Woolley resident to sit with the board as a non-voting member, and to commit that upon the next board vacancy in a year, we make every effort to broaden our representation to include a city resident." This concludes Mary Alice Grobins' remarks.

Lynn Torset shared that he is moving into the city and would be willing to resign as a Board member if he could be considered as a representative of the city.

Mary Alice Grobins shared that it was important to remember that he would not have to resign his position on the Board as a city resident.

Mary Alice Grobins shared that the Board should consider a gesture of good faith towards the city depending upon what the Board of County Commissioners decide to do. She furthered that she felt it was important that she go on record with her comments and wanted to show the city the the Board is cognizant of the expectation for city representation on the Board.

Mindy Coslor shared that she agreed with Mary Alice Grobins and believes that Chris Silves has had, and will continue to have, much to offer on the Board of Trustees. She furthered that she is also concerned about honoring the city's expectations.

Motion 1: Lynn Torset

Motion 2: Ahmik Hindman

Unanimous

B. Election of Officers

Motion to defer officer elections until after the Board of County Commissioners appoint a Trustee.

Motion 1: Mindy Coslor

Motion 2: Chris Silves

Discussion:

Mindy Coslor asked if a specific meeting for the anticipated officer elections needed to be stated. Mary Alice Grobins shared that Dan Gottlieb (attorney) advised that, since the election timing is in the bylaws, a specific meeting should be listed if the election is postponed. Mary Alice Grobins furthered that the Board may want to consider amending the bylaws to set the timing of officer elections to happen after Trustees are appointed.

Motion to make an amendment to include the date of the officer elections as the April 2018 regular meeting.

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Unanimous

C. Draft of Revised Board Annual Calendar (attached as Appendix I)

Mary Alice Grobins shared that the significant changes to the annual calendar include moving the officer elections to April; moving the bylaws review and Board annual review to the annual retreat; changes to the timing

on the audit; and addition of strategic planning discussion at the annual retreat. She further pointed out that it is a planning document and can be used to advise the Board rather than adopting it through a motion.

10. Other Business

Jeanne Williams shared that a bank account would be required for taking money for copies and other services. It will serve only as a deposit account to transmit money to the Skagit Treasury. The banker advised that at least two Trustees should have signature authority on the account.

Motion to adopt Resolution 2018-1 and to add Chris Silves, Mary Alice Grobins and Lynn Torset as signature authorities with Jeanne Williams. (Resolution attached as Appendix II)

Motion 1: Ahmik Hindman

Motion 2: Mindy Coslor

Unanimous

11. Executive Session

The Board of Trustees entered into an executive session at 7:55pm for 20 minutes pursuant to RCW 42.30.110(1) (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

The Board of Trustees ended the executive session at 8:07pm.

No action was taken.

12. Adjournment 8:10pm

Motion 1: Chris Silves

Motion 2: Ahmik Hindman

Unanimous



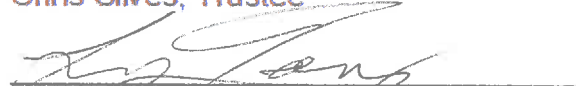
Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Chris Silves, Trustee



Lynn Torset, Trustee

Ahmik Hindman, Trustee

Appendix I Board Calendar

January (Annual Meeting)

Recommendation for Trustee
Statewide Directors' Meeting
Auditor's Exit Report (every other year)

February

Legislative Lobby Day

March

Review Draft of Annual Report to Skagit BOCC
25 – Trustee Term Expiration

April

Election of Officers
Public Library Association Conference

May

Planning Retreat

- Board Self-Evaluation
- Bylaws Review
- Strategic Planning
- Discussion of Upcoming Board Vacancy

June

Library Director Performance and Contract Review

July

Statewide Directors' Meeting

September

Budget Planning
Auditor Entrance Meeting (every other year)

October

Budget Planning
Budget Hearing
Association for Rural and Small Libraries Annual Conference

November

Washington Library Association Conference
Budget Adoption
30 - Tax Levy Certification Due
Discuss Meeting Dates for Following Year

December

Set Meeting Dates for Following Year

Appendix II Resolution 2018-1



720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Resolution No. 2018-1

**RESOLUTION APPROVING THE OPENING OF A BANK ACCOUNT WITH
SKAGIT BANK
AND
APPROVING SIGNATORIES ON THE ACCOUNT**

WHEREAS, the Central Skagit Rural Partial County Library District (the District) wishes to open a public funds bank account to conduct business efficiently by allowing for regular deposits of funds from service fees and fines; and,

WHEREAS, the District has chosen Skagit Bank to provide banking services; and,

WHEREAS, the Board of Trustees of the District finds and resolves that:

1. The District shall open a bank deposit account with Skagit Bank for regular funds transfer to the Skagit County Treasurer.
2. The following individuals shall be signatories on the bank account with Skagit Bank:
 - a. Jeanne Williams, Director
 - b. Mary Alice Grobins
 - c. Chris Silves
 - d. Lynn Torset

Adopted this 18th day of January, 2018.



Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Chris Silves, Trustee



Lynn Torset, Trustee

Central Skagit Rural Partial County Library District
 100 West State St, Suite C
 Sedro Woolley, WA 98284

We the undersigned members of the Board of Trustees of the Central Skagit Rural
 Partial County Library District, hereby approve the following vouchers submitted under the
 signature of Library Director, Jeanne Williams.

VOUCHER					
DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
1/4/2018	Leaf	8002425	12/27/17	5013512	\$322.25
	WA HCA	43149	12/26/17	5012400	\$6,972.35
	VM Investments	43149	01/01/18	5016210	\$1,200.00
	Hoopla	95705370	12/31/17	5014930	\$747.87
	Secretary of State	8300	12/14/17	5014930	\$6,818.55
1/4/2018	SEDRO-WOOLLEY FOOD SEDRO-WOOL		11/29/17	5013180	\$49.64
VISA	SUNSET PARK SELF STORA SEDRO WOO		11/29/17	5016210	\$105.00
	AMAZON MKTPLACE PMTS AMZN.COM/B		11/30/17	5013515	\$31.72
	VZWRLSS*APOCC VISB 800-922-0		11/30/17	5014212	\$134.99
	COMCAST BELLINGH CS 1X 800-266-2		11/30/17	5014212	\$297.13
	WAL-MART #2596 MOUNT VER		12/01/17	5013180	\$283.61
	TARGET 00006965 BURLINGTO		12/01/17	5013180	\$25.45
	DOLLAR TREE BURLINGTO		12/04/17	5013180	\$15.19
	CASH AND CARRY52105707 BURLINGTO		12/04/17	5013110	\$39.45
	WM SUPERCENTER #2596 MOUNT VER		12/04/17	5013180	\$53.26
	ENCHANTING EVENTS MOUNT VER		12/04/17	5013180	\$135.00
	AMAZON.COM AMZN.COM/BI AMZN.COM/		12/04/17	5013110	\$8.50
	Amazon.com AMZN.COM/B		12/04/17	5013515	\$161.28
	SEDRO WOOLLEY MINI STO 800-528-0		12/04/17	5016210	\$150.00
	EIG*PowWeb 866-53928		12/05/17	5014930	\$60.00
	COUNTY-SKAGIT-PUD-PMNT 360-424-7		12/05/17	5014700	\$69.84
	SUNSET PARK SELF STORA SEDRO WOO		12/07/17	5016210	\$100.00
	FUEL EXPRESS SEDRO WOO SEDRO WOO		12/08/17	5014910	\$75.00
	ADOBE *ACROPRO SUBS 800-833-6		12/14/17	5014930	\$27.11

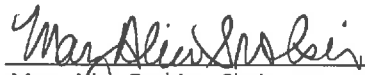
EIG*PowWeb 866-53928		12/18/17	5014930	\$3.95
USPS PO 5476600270 SEDRO WOOL		12/19/17	5014220	\$3.50
SQ *RCN COMMUNICATI 877-417-4		12/20/17	5014212	\$238.69
AMAZON.COM AMZN.COM/BI AMZN.COM/		12/20/17	5013515	\$20.82
AMAZON MKTPLACE PMTS AMZN.COM/B		12/20/17	5013180	\$26.62
AMAZON MKTPLACE PMTS AMZN.COM/B		12/20/17	5013180	\$167.03
AMAZON MKTPLACE PMTS AMZN.COM/B		12/20/17	5013180	\$71.24
Amazon.com AMZN.COM/B		12/21/17	5013515	\$12.50
AMAZON MKTPLACE PMTS AMZN.COM/B		12/21/17	5013180	\$170.93
Amazon.com AMZN.COM/B		12/21/17	5013515	\$110.55
FUEL EXPRESS SEDRO WOO SEDRO WOO		12/22/17	5014910	\$75.00
CITY OF SEDRO-WOOLLEY 360-855-9		12/26/17	5014700	\$183.99
USPS PO 5476600270 SEDRO WOOL		12/27/17	5014220	\$49.00
SUNSET PARK SELF STORA SEDRO WOO		12/27/17	5016210	\$105.00
1/12/2018 Baker & Taylor	4012053317	11/06/17	5013515	\$85.76
	4012095305	12/21/17	5013515	\$15.66
	4012095306	12/21/17	5013515	\$26.28
	4012095307	12/21/17	5013515	\$75.49
	4012095308	12/21/17	5013515	\$19.40
	4012095309	12/21/17	5013515	\$8.68
	4012095364	12/21/17	5013515	\$21.40
	4012099781	12/27/17	5013515	\$1,659.70
	4012099836	12/28/17	5013515	\$53.22
	4012099837	12/28/17	5013515	\$52.60
	4012099838	12/28/17	5013515	\$17.50
	4012099839	12/28/17	5013515	\$17.53
	4012099840	12/28/17	5013515	\$18.79
	4012099841	12/28/17	5013515	\$2,790.93
	4012106305	01/04/18	5013515	\$55.73
	4012106306	01/04/18	5013515	\$17.50
Baker & Taylor	4012106307	01/04/18		\$70.75
	4012106308	01/04/18		\$204.62

		4012106309	01/04/18		\$49.33
		4012107276	01/05/18		\$20.59
		4012107277	01/05/18		\$35.21
		4012108431	01/05/18		\$38.81
		4012108432	01/05/18		\$18.79
		4012108433	01/05/18		\$140.87
		4012108434	01/05/18		\$88.88
		4012108435	01/05/18		\$57.47
1/12/2018	Skagit Law Group	27960	12/31/17	5014110	\$675.00
	Skagit Law Group	27961	12/31/17	5014110	\$5,600.00
1/12/2018	Interpreting Technology	IT11825	12/29/17	5014110	\$589.43
	FedEx	143300002984	01/10/18	5014911	\$26.43
	OCLC	577115	12/31/17	5014930	\$109.83
	City of Sedro-Woolley	362	01/04/18	5014110	\$1,180.00
	Midwest Tape	95688403	12/22/17	5013515	\$110.64
	Midwest Tape	95680698	12/21/17	5013515	\$174.65
	Midwest Tape	95702964	01/02/18	5013515	\$176.26
	The Library Corporation	62246	12/28/17	5014930	\$1,079.58
1/17/2018	Amazon	446546948599	12/10/17	5013515	\$23.98
		467945555865	12/14/17	5013110	\$23.75
		476449847359	12/18/17	5013110	\$30.31
		648654853853	12/18/17	5013110	\$19.30
		567673493798	12/23/17	5013515	\$18.38
		635549487346	12/23/17	5013515	\$127.51
		668387546985	12/23/17	5013515	\$10.80
		738773358575	12/23/17	5013515	\$18.72
		455456444666	01/08/18	5013110	\$12.20
	VM Investments		01/14/18	5016210	\$1,331.08
	Hillis, Clark, Martin	222389	01/09/18	5014110	\$588.00
	Interpreting Technology	IT11926	01/10/18	5014110	\$160.58

1/29/2018	Newsbank	51877	01/16/18	5014930	\$3,240.00
	Sarvey Wildlife Center		01/22/18	5013180	\$400.00
	Midwest Tape	95741893	01/15/18	5013515	\$327.70
	Midwest Tape	95612665	11/28/17	5013515	\$41.76
	Frontline Cleaning	17651	01/15/18	5014187	\$295.00
	FluentStream	INV-36186	01/29/18	5013512	\$1,000.98
1/30/2018	Jeanne Williams		01/30/18	5014310	\$139.48
1/30/2018	OFFICE DEPOT #980 MOUNT VER		12/29/17	5013110	\$35.86
VISA	COMCAST CABLE COMM 800-COMCA		12/29/17	5014212	\$291.48
	SEDRO WOOLLEY MINI STO 800-528-0		01/02/18	5016210	\$150.00
	VZWRLSS*APOCC VISB 800-922-0		01/02/18	5014212	\$134.99
	FUEL EXPRESS SEDRO WOO SEDRO WOO		01/05/18	5014910	\$75.00
	USPS PO 5476600270 SEDRO WOOL		01/05/18	5014220	\$1.61
	EIG*PowWeb 866-53928		01/05/18	5014930	\$60.00
	SUNSET PARK SELF STORA SEDRO WOO		01/08/18	5016210	\$100.00
	CNGC/SPEEDPAY 888-522-1		01/08/18	5014700	\$321.74
	AMAZON MKTPLACE PMTS AMZN.COM/B		01/08/18	5013110	\$17.69
	PUGET SOUND ENERGY 866-39811		01/09/18	5014700	\$246.63
	AMAZON MKTPLACE PMTS W WWW.AMAZO		01/11/18	5013180	\$60.99
	EIG*PowWeb 866-53928		01/16/18	5014930	\$3.95
	ADOBE SYSTEMS INC. 800-833-6		01/16/18	5014930	\$27.11
	AMAZON MKTPLACE PMTS W WWW.AMAZO		01/16/18	5013180	\$186.47
	AMAZON MKTPLACE PMTS AMZN.COM/B		01/18/18	credit memo	-\$12.95
	FUEL EXPRESS SEDRO WOO SEDRO WOO		01/22/18	5014910	\$75.00
	SQ *RCN COMMUNICATI 877-417-4		01/22/18	5014212	\$141.11
	FRED-MEYER #0024 BURLINGTO		01/23/18	5013110	\$5.98
	CITY OF SEDRO-WOOLLEY 360-855-9		01/23/18	5014700	\$183.99
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		01/24/18	5013180	\$31.07
	MERCATO RISTORANTE OLYMPIA		01/24/18	5014310	\$45.71
	CARNICERIA LOS COMPADR MOUNT VER		01/25/18	5013180	\$10.99
	CARNICERIA LOS COMPADR MOUNT VER		01/25/18	5013180	\$28.80

DOLLAR TREE MOUNT VER	01/25/18	5013180	\$16.31
CNGC/SPEEDPAY 888-522-1	01/26/18	5014700	\$401.68
SUNSET PARK SELF STORA SEDRO WOO	01/29/18	5016210	\$105.00
COMCAST CABLE COMM 800-COMCA	01/29/18	5014212	\$291.56
DUMAS BAY CENTRE FEDERAL W	01/29/18	5014310	\$66.55

TOTAL \$45,419.17



 Mary Alice Grobins, Chair




 Mindy Coslor, Vice Chair

 Ahmik Hindman, Trustee



 Chris Silves, Trustee



 Lynn Torset, Trustee

Memorandum of Understanding

Central Skagit Library District and Friends of the Library

The following will constitute an operating agreement between the Friends of the Central Skagit Library (Friends) and the Central Skagit Library District (Library). It will stand until and unless it is modified by agreement of the Friends executive board and the Central Skagit Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with donated and discarded library items.

The Library agrees to provide the Friends space in the future library facility (Sedro-Woolley City Library and CSLD Partnership) for book storage and sorting, book sales, and office needs **if space allows**.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include the Library Director as a non-voting presence at Friends' meetings and to allow room on the agenda for a library report if applicable.

The Friends agree that all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree to expend no less than 80% of the Friends' annual revenue for Library programs, services and other defined needs.

The Friends agree that the Library Director has the final say in accepting or declining all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

Central Skagit Library

Signed on this day, 15th of February, 2018

by



Mary Alice Grobins, Chair

Friends of the Central Skagit Library

Signed on this day, ____ of _____, 2018

by

Jedidiah Holmes, President