



## BOARD POLICY

### FRIENDS OF THE LA CONNER LIBRARY

- A. Non-Profit Corporation:** The *Friends of the La Conner Library* is a Washington State non-profit corporation, which promotes, encourages, and enhances the work of the La Conner Regional Library District. As a non-profit corporation, the *Friends of the La Conner Library* works to assure that all laws and regulations (RCW 24.03) related to a non-profit corporation are met, that the IRS tax-exempt status (501c3) is maintained and that funds are properly managed, reported and distributed.
- B. Complementary Roles of Board, Director and Friends:** The Board of Trustees of the La Conner Regional Library recognizes the separate but cooperative relationship between the *Friends of the La Conner Library*, the Trustees and the Library Director. The board encourages The Friends to support the [Mission, Goals and Objectives](#) as well as the [Vision](#) of the La Conner Regional Library.
1. The Board of Trustees represents citizen governance of the La Conner Library.
    - a. Trustees are encouraged to attend Friends meetings or special events, or serve as a liaison with the Friends group.
    - b. Trustees may not serve as officers in the Friends group, in order to avoid the appearance of a conflict of interest.
  2. The Library Director represents administration and management of the library.
  3. The Friends of the La Conner Library represents citizen participation within the library.
    - a. The Friends are encouraged to attend board meetings, be aware of plans and activities, and be members of advisory committees.
    - b. It is important that all Friends recognize their auxiliary role and avoid interfering with the functions of trustees or jobs of the Library Director and/or Staff.

4. These complementary roles are further described in the [Washington State Library Trustee's Manual, section 21](http://www.secstate.wa.gov/library/libraries/libDev/downloads/trustee/21-communitysupport.pdf) - (URL: <http://www.secstate.wa.gov/library/libraries/libDev/downloads/trustee/21-communitysupport.pdf> ), which shall provide further clarification if needed in the areas of planning, policy, budget, funds, public relations, education, personnel, responsibility, meetings, and perpetuating the relationships.

**C. Fundraising:** Fundraising by the Friends is accomplished with the knowledge of the Board of Trustees and the Library Director.

1. Funds should always be used as a supplement or enhancement of the library budget, never as a substitute for operational funding of basic services.
2. The *Friends of the La Conner Library* operates the Book Nook, an on-site store selling donated books and no-longer-needed library materials. A [Contract Agreement with Friends Policy 302p1](#), provides guidelines for funds acquired through the Book Nook, and is included in this policy manual as a procedural document.

Effective: 5/7/04

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