



Information for Prospective Board Members

Updated 08/2026

Library Board Structure and Role

NOLS is a special library district serving all of Clallam County per [RCW 27.12](#). NOLS' primary source of funding is residential/commercial property tax, and NOLS appears on taxpayers' property tax statements.

The role of the NOLS Board is to provide for governance as defined under [RCW 27.12.210](#). The Board employs the Executive Director, who is responsible for operational oversight of the District.

The NOLS Board is appointed by the Clallam County Commissioners. Application procedures and forms can be found on the [Clallam County website](#).

NOLS strives to have representation on the Board from across the County.

The NOLS Board is a public body and as such is governed by the terms of the Washington Open Public Meetings Act ([RCW 42.30](#)) and the Public Records Act ([RCW 42.56](#)).

Board Membership

The NOLS Board consists of five members who serve 5-year terms. Service is limited to two consecutive terms. Terms coincide with the calendar year. To maintain representational balance on the Board, two positions are designated to be held by residents of the Sequim/Dungeness Valley/east end of county, two by residents of the Port Angeles/central county area, and one by residents of the west end.

A quorum of the Board consists of three members.

Officers and Committees

Officers are Chair and Vice Chair. Standing Board committees: Finance, Personnel, and Policy. Ad hoc committees are appointed according to need. Two Board members are appointed to each committee at the annual meeting in June, when officers are also elected. Committees meet according to need. For example, the Finance Committee meets several times in the fall, as NOLS prepares its annual budget. Much committee work can be taken care of through email communications. The time spent on committee work varies widely depending on current activities; it would be rare, but not impossible, to spend more than two hours per month on committee work.

Meetings

The Board holds regular meetings monthly, usually on the fourth Thursday of the month, at 5:30pm. Regular meetings are not held in July or December. Meetings last between one to two hours. Most meetings are held at the Port Angeles Main Library but the Board meets at least once a year at each of the branches Sequim, Clallam Bay, and Forks. Special meetings are very occasionally called to deal with special or time sensitive matters. There are rarely more than 1 or 2 special meetings per year. The bylaws have a provision that allows Board members to attend via tele-conference at need.

NOLS staff provide clerical support for the Library Board. The Executive Director works with the Chair to prepare the agenda. Staff also prepare reports and recommendations (see *Board Packet* below), and take minutes at meetings.

Some members of the Library's Management Team regularly attend Board meetings, and staff often make presentations to the Board. Members of the public are welcome to attend Board meetings.

Board Packets

Staff prepare an agenda packet prior to meetings. The packet is emailed as a PDF file to all Board members, distributed to the local media and others, and posted to the library's webpage. Board members will receive the packet at least three days prior to the meeting (generally 5-7 days). Board members typically spend 1-2 hours per month reading materials and preparing for meetings. You can view samples of recent Board packets, budget documents, and annual reports at www.nols.org/board-administration/.

Board Bylaws

Bylaws and other policies pertaining to the NOLS Board are available at www.nols.org/policies/ (see Section 6).

Library Values and Philosophies. Information about NOLS' core values and guiding principles is available at www.nols.org/mission-values-statement/ . Prior to their first Board meeting, new Library Trustees receive detailed orientation to the Library system and to Board duties, practices, and protocols.

Those interested in applying for vacancies on the NOLS Board are encouraged to contact the Executive Director for more information:

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www.nols.org