

2004

edition

**WYLD NETWORK**  

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**GOVERNING BOARD**

**Members  
Handbook**

WYLD NETWORK GOVERNING BOARD

# Members Handbook

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Website: <http://will.state.wy.us/wyld/index.html>

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## The WYLD Network

### *Wyoming Library Database (WYLD) Network*

- I. **PURPOSE:**
  - A. Facilitate communication among network members and between the members and other relevant agencies.
  - B. Participate in decision-making processes as they affect network members.
  - C. Represent the viewpoint of members to the Wyoming State Library, the Wyoming State Library Board, the system vendor and other groups as necessary.
- II. **MEMBERSHIP:** A member is an agency, which adds records to the database, has at least one concurrent session, and is willing to lend to other WYLD libraries. The University of Wyoming is also a member.
- III. **MEMBER FEES:** The state library assesses fees for network services. Member agencies are also responsible for annual fees set by the Board for expenses of this organization.
- IV. **DELEGATES AND VOTES:** Each member agency shall have one indivisible vote. For the purposes of this document, an agency is a county library and its branches, an academic library and its branches, any district recognized by state statute and its libraries, a not for profit or for profit agency, or the of the State of Wyoming. Each agency shall have one consistent regular delegate.

In the event that a regular delegate is unable to attend a meeting, an alternate delegate may attend. Delegates serve at the pleasure of their home agencies.

Additional members of the Wyoming State Library staff specifically charged with overseeing an operation of the system may participate in an ex officio, non-voting capacity.
- V. **NETWORK OFFICERS AND DUTIES:** Members of the WYLD Network elect a President, Vice-President/President-Elect, Member-at Large to the

Board and representatives and alternates to serve on the Council and on the Board as described under "Regional Council" and "Governing Board."

All officers must be delegates and will retain full rights and privileges. Agencies will not lose a vote or a voice because they have a delegate who has been elected to office. The appointed Recorder is not an officer and does not vote unless the Recorder is also a delegate.

## Network President ~ Responsibilities

- I. electronic mail or posting on the WYLD webpage two (2) weeks prior to a regular meeting and one (1) week prior to a special meeting of the WYLD Network.
- II. Convenes and presides at all meetings, regular and special, of the WYLD Network.
- III. Convenes and presides at all meetings of the WYLD Board.
- IV. Appoints a Recorder.
- V. Represents the WYLD Network between meetings.
- VI. Coordinates communication and action between the WYLD Board and other components; reports relevant proceedings to the Network and other groups.
- VII. Appoints Publishes location, time, and tentative agenda in the system's all committee members and fills committee vacancies as they occur.
- VIII. Appoints Network officers, should the need arise, to serve until the next scheduled election.
- IX. Represents, personally or through a representative, the WYLD Network at any relevant national group with the cost of attendance to the ILS National Users Annual Conference borne by WYLD Network budget.

## Network Vice President ~ Responsibilities

- I. Performs duties of the President in all cases in which the President is absent or unable to serve.

- II. Performs duties as directed by the President.
- III. Serves on the WYLD Network Foundation Board.
- IV. Serves as Chair of the Council.
- V. Serves on the Board.
- VI. Coordinates communication and action among the WYLD Council, other components, and Network President; reports relevant proceedings to the Network and other groups with the cost of attendance to the ILS National Users Annual Conference borne by WYLD Network budget.

## Network Recorder ~ Responsibilities

- I. Records the proceedings of all Council meetings; makes minutes and documents available.
- II. Maintains a list of current delegates and agencies interested in receiving information.
- III. Maintains paper records.
- IV. Performs duties as directed by the President.

## Network Delegates ~ Responsibilities

- I. Attend and participate in all Network meetings, naming an alternate if unable to attend.
- II. Inform key home agency personnel of issues.
- III. Solicit viewpoints from home agency.
- IV. Initiate required action.

## Network ~ Terms of Office

- I. **TERMS OF OFFICE:** Elected Network officers shall assume their duties following the Annual Meeting and shall serve for a term of two years. No officers shall be eligible for election to more than two consecutive terms.

No delegate may hold more than one office at any one time.

## Network ~ Nominations

- I. Nominations shall be made by the Nominating Committee prior to the Annual Meeting. The Nominating Committee will announce nominations two weeks before the Annual Meeting. Nominations from the floor will also be allowed. Individuals nominated must have consented to run before the ballot becomes official. See Paragraph I. U. 3. "Nominating Committee."

## Network Elections

- I. The biennial election for Network Vice-President/President Elect and Member-At-Large shall be held by secret ballot at the Annual Meeting. A simple majority will result in election. In the case of a tie, the winner will be determined by the flip of a coin.

In the case of special elections, the Nominating Committee will mail ballots to all delegates.

## Removal from Office

- I. Any officer of any WYLD component, councilor, or board member may be removed from office for conduct, which is detrimental to the Network, Council, or Board. Detrimental conduct may be defined by a simple majority of members of the pertinent group willing to bring a written proposal for removal from office to the appropriate presiding officer.

The officer, councilor, or board member will have the right to respond. Missing two consecutive meetings without an alternate or proxy is grounds for removal of Board and Council members. A 2/3 vote of the members of the component group present and voting is necessary for removal of an officer, councilor, or board member.

## WYLD Network Meetings

- I. The Network Annual Meeting will be held in late spring or early summer. The Council and the Board will report formally to the members at the Annual Meeting. The date, location, time, and preliminary agenda will be announced at least two weeks in advance.
- II. The Network President may call special meetings. Should the President receive a written request for a special meeting from at least 20% of the total delegates, the President must convene a special meeting.
- III. Meetings are open to the public. The public may attend meetings in a single place, at a scheduled videoconference location, or through a conference call site.
- IV. The President may invite/recognize guests to address specific agenda items.

## WYLD Network Bylaws

- I. Bylaws may be changed by a two-thirds vote of each of two of the three components. Proposed bylaws must be distributed two weeks before the meeting where they will be voted upon.

## WYLD Network Priorities Process

- I. An agency discusses its priorities with its Board representative. The Board develops priorities, based on constituency needs and available funding, in consultation with the WYLD Office. The Board produces a document stating priorities, timetables, and emerging priorities. The Board reviews the document regularly with its constituencies.



## WYLD Network ~ Request for Action

- I. Any member or group of members may bring a request to the President to have an issue or concern considered by the Network, Council, or Board. The President will communicate this request to the State Librarian and will place this topic on the agenda for the next Network, Council or Board meeting as is appropriate. The Network, Council or Board will vote whether or not to take further action on the request, and the President will notify the originator of the result of the vote. The members or group of members may participate in this meeting.

If the Network, Council or Board votes to take further action on the issue, the President will coordinate with the State Librarian to convene an ad hoc committee with broad representation to study the issue and make a recommendation to the appropriate group. The President will convey the resulting action to the State Librarian, and the State Librarian will pursue approval from whatever authorities deemed appropriate to institute the recommended action.

## WYLD Network ~ Sanctions

- V. Training and informal communication to solve problems are always the first and preferred courses of actions. Sanctions shall be progressive and may include, but are not limited to, loss of access to some or all services, loss of privileges or franchise, and, when all else fails, expulsion from the Network.

Any Network committee or the Board may recommend sanctions against an agency for violation of published protocols or procedures. The recommendation must contain examples of the problem and suggestions for corrections. This recommendation is delivered to the Board. The Board votes on whether to proceed.

If the vote is yes, the Chair of the Board delivers by registered mail warning of the potential sanction and a copy of the recommendations to the agency director, agency board chair or appropriate administrator, and the State Librarian. The agency has 60 days from the date of receipt of the letter to acknowledge the warning and propose a solution.

The Board must vote on the recommendation within 30 days of the agency's response or within 60 days from the date of the agency's receipt of the letter warning of the potential sanction.

Copies of all relevant documents must be available with the agenda. The motion to impose a sanction requires a 2/3 majority vote to pass.

The agency may appeal the decision to impose sanctions to the Network within thirty days of the decision. A special meeting of the Network must be called within fifteen days of the receipt of the request for a special meeting. Copies of all relevant documents must be available with the agenda. The motion to uphold a sanction requires a 2/3-majority vote to pass.

The agency may apply to the Board for removal of sanctions with proof that the problem is corrected. The committee initiating the sanctions reviews the application and recommends action to the Board within 60 days. The motion to withdraw a sanction requires a 2/3-majority vote to pass.

## WYLD Network ~ Quorum & Proxies

- I. A quorum will consist of a simple majority of voting delegates or representatives and officers. Only proxies signed and dated by the actual delegate/representative/officer will be recognized and accepted by the President.

## WYLD Network ~ Delegate Expenses

- I. All delegate expenses to meetings of all components must be borne by the delegate or his or her agency.

## WYLD Network ~ Parliamentary Authority

- I. The most recent edition of Robert's Rules of Order shall serve as the Parliamentary authority.

## The WYLD Network Governing Board

- I. **BOARD MEMBERSHIP:** The Board consists of delegates by type of library. Board members need not be agency delegates to the Network. Examples of types of libraries are academic, special, school, public. Other members are the Network President, the Network Vice-President/Chair of the Council, the State Librarian, and a Network Member at Large.

All serve staggered, two-year terms except the State Librarian who is a permanent ex officio voting member.

The President of the WYLD Network serves as Chair of the Board. The governors elect their own Vice-Chair. The Network Recorder serves as the Recorder for the Board. Each member of the Board, except the Recorder, shall have one indivisible vote.

- II. **RESPONSIBILITIES:** Board responsibilities include planning, setting priorities and policies, determining fees, deciding to drop or add services, and imposing sanctions. The Board meets a minimum of four (4) times a year, once in conjunction with the Network Annual Meeting.

- III. **GOVERNING BOARD OFFICERS AND DUTIES:**

- A. **BOARD CHAIR:**

1. Publishes location, time, and tentative agenda in the system's electronic mail two (2) weeks prior to a regular meeting and one (1) week prior to a special meeting.
2. Presides at all meetings, regular and special, of the Board.
3. Coordinates communication and action between the Governing Board and other WYLD components; reports relevant proceedings to the Board.

4. Appoints Board members to complete terms of Board members who vacate their positions mid term. Appointees must represent the type of library or member at large position that was vacated.
5. Appoints all Board committee members and fills vacancies as they occur.

**B. BOARD VICE-CHAIR:**

1. Performs the duties of the Chair in all cases in which the Chair is absent or unable to serve until a special election can be held.
2. Performs duties as directed by the Chair.

**C. BOARD RECORDER:**

1. Records the proceedings of all Board meetings; makes minutes and documents available; and maintains paper records.
2. Maintains a list of current delegates and agencies interested in receiving information.
3. Maintain paper records.
4. Performs duties as directed by the Chair.

**D. BOARD MEMBERS:**

1. Attend and participate in all Board meetings, and serve on committees as appointed.
2. Inform constituents of issues.
3. Solicit viewpoints from constituents.
4. Initiate appropriate action on behalf of constituents.

**E. NETWORK MEMBER AT LARGE:**

1. Represents the Network as a whole as well as all of its constituencies.

**IV. BOARD ELECTIONS:** The election for the Vice-Chair of the Board shall be held at the meeting in conjunction with the Network Annual Meeting. In the event of a vacancy in the position of Vice-Chair the

Chair shall call a special election as soon as possible and shall make the necessary arrangements.

- V. **TERMS OF OFFICE:** Board officers shall assume their duties following the Network Annual Meeting. The Board Vice-Chair shall serve for a term of one (1) year, and shall not be eligible for election to more than two (2) consecutive terms.
- VI. **EXPENSES:** Each Board member's expenses shall be borne by the board member or his or her agency.
- VII. **PUBLIC MEETINGS:** Meetings are open to the public. The public may attend meetings in a single place, at a scheduled videoconference site, or through a conference call location. The Chair may invite/recognize guests to address specific agenda items.
- VIII. **QUORUM AND PROXY VOTES:** A quorum will consist of a simple majority of the voting representatives and officers. Only proxies signed and dated by the actual representative/officer will be recognized and accepted by the Chair.
- IX. **PARLIAMENTARY AUTHORITY:** The most recent edition of Robert's Rules of Order shall serve as the parliamentary authority.

## The WYLD Network ~ Standing Committees

- I. Terms of committee appointments will be for three years beginning at the end of the Annual Meeting. Committee terms will be staggered. Appointments and reappointments shall be at the discretion of the Network President. Committee membership is open to paid staff and appointed or elected officials and board members from participating agencies. As far as possible, committee members shall come from all types of agencies and from the six regions of the state. Ad hoc committees may be appointed at the discretion of the President. Each committee chair shall report on fiscal and governance issues to the Board and on technical and training issues to the Council.

People interested in serving on a committee should be given an outline of the committee's responsibilities. They should apply to the Network President to serve, outlining their own background and experiences that would benefit the work of the committee. Each committee chair is responsible for maintaining the committee's procedures manual on the Network's web page.

- A. **GOVERNANCE AND BYLAWS:** Recommends changes in governance and revisions to the bylaws.
- B. **ONLINE QUALITY COMMITTEE:** Monitors database quality and recommends appropriate action to Council or Board.

Composition: In addition to representatives defined in Paragraph I. U. above, OCLC and non OCLC libraries, public and technical services staff from each of the WYLD regions, and agency directors may serve.

The WYLD Office database manager is a permanent committee member. Ex officio non-voting members may include a second WYLD staff member and a non WYLD library representative. If it becomes impossible to recruit a committee member that fulfills all qualifications, the Network President will use her/his best judgement in appointments.

- C. **NOMINATING:** Nominating Committee members are not eligible for election to office. Nominates candidate(s) for office. Distributes the slate of candidates two weeks before the Annual Meeting's biennial election or before special elections. Prepares and counts the secret ballot at the Annual Meeting or after a special election. Announces the results.

Composition: One delegate appointed by the President and one appointed by the Vice-President/President Elect.

- D. **TRAINING COMMITTEE:** The committee in collaboration with the WYLD Office is responsible for updating the skills competencies on the WYLD network pages, establishing a training needs assessment process, and planning and implementing training in the regions and for the WYLD annual meeting. Members are responsible for communicating their needs to the committee.

Composition: A representative from each region appointed by the Network President and a representative from the State Library. Committee members will draw lots to determine the staggering of terms at the onset of the committee.

- E. **FEES/BUDGET COMMITTEE:** The committee is responsible for developing the Network Operating Budget for approval by the Board. Once the Network Operating Budget is approved the committee is responsible for working with the State Library in determining a recommendation for a fee schedule for each biennium. The committee will provide the proposed fee schedule to each agency director for feedback prior to submitting a final proposal to the Governing Board for approval. The committee is responsible for monitoring the budget.

Composition: A representative from each region and representing a variety of library types is appointed by the Network President in consultation with the Chair of the Regional Council and a representative from the State Library. The Network President will serve as an ex-officio member of the committee. Committee members will draw lots to determine the staggering of terms at the onset of the committee.

## Governing Board ~ Operations Plan

The Fiscal Biennium 2003/05 Operating Plan is composed of five sections: Budget and Contract Administration, Planning, Integrated System Management, Electronic Resources Management, Communications and Public Relations.

Reference Number	Description of tasks	Target Completion Date	Responsibility	Comments
Budget & Contract Administration				
B 1	Prepare biennial budget for WYLD Governing board	February 2006	Fees and Statistic's Ad-hoc committee	Bianual budget for FY 03/05 is \$30,750.00  February completion will better accommodate a July-June fiscal year
B 2	Governing Board Meetings/Conference calls	Bi-monthly meetings	Governing Board	
B 3	Regional Council Meetings/Conference calls	Bi-monthly meetings	Regional Council	
B 4	WYLD Committee Meetings/Conference calls	On-going as needed	Committee Chairs	
B 5	Submit annual reports	At the Annual WYLD Network Meeting	Governing Board, Regional Council & Committee Chairs	
B 6	Administer Sirsi Unicorn Contract(s)	On-going	WSL, WYLD Office	
B 7	Evaluate need for revisions to WYLD Network By-Laws	On-going, by the Annual WYLD Network Meeting	By-Laws Committee, Regional Council, Governing Board & Member Delegates	
B 8	Evaluate need for revisions to WYLD Network membership fees	February 2006	Fees and Statistic's Ad-hoc committee	February completion will better accommodate a July-June fiscal year



Planning				
P1	Evaluate need for revisions to WYLD Network Strategic Plan	Biennially, prior to the Annual Meeting	Governing Board & Ad-Hoc Strategic Planning Committee	
P2	Monitor WYLD Network Operating Plan	On-going	Governing Board	
P3	Update WYLD Network Operating Plan	By the Annual WYLD Network Meeting	Governing Board	
Integrated Library System				
I1	Provide on-going user support, training and troubleshooting	On-going	WSL, WYLD Office & the WYLD Training Committee	Training opportunities may be offered at the WYLD Network Annual meeting
I2	Carry out upgrades to the Sirsi Unicorn/Ibistro/Ilink Software	On-going, as needed	WSL, WYLD Office	Upgrade Unicorn Workflows to 2003.0.18 by the August 15 <sup>th</sup> , 2004
I3	Develop and maintain documentation to meet the needs of the WYLD Network Libraries	On-going, as needed	WSL, WYLD Office	
I4	Investigate and implement the use of a third party vendor to provide Authority Record(s) clean-up & updates	Summer of 2004, On-going thereafter	WSL, WYLD Office, On-line Quality Committee, WYLD Network Database Manager, Regional Council & Governing Board.	
I5	Monitor database maintenance standards & procedures, implement database clean-up projects that will benefit the Consortium	On-going	On-line Quality Committee, WYLD Network Database Manager & Regional Council	
I6	Develop plans and procedures to backload Sirsi data (Original of Imported Copy Cataloging) to OCLC	By Fiscal Biennium 2004/2005	On-line Quality Committee, WYLD Network Database Manager & Regional Council	
I7	Further investigate Z39.50 access to the WYLD Network Shared Catalog by Regional Libraries/States and negotiate reciprocal agreements.	By Fiscal Biennium 2004/2005	WSL, WYLD Office, Regional Council & the Governing Board	
I8	Investigate the use of new third party technologies for use with the Sirsi ILS system (e.g. SIP2, self checkout, etc.)	By Fiscal Biennium 2004/2005	WSL, WYLD Office, Regional Council, Governing Board & local libraries	

Electronic Resources management				
E1	Complete negotiations with Individual periodical/index/abstract database vendors. License agreements to State wide at consortium discount prices	By Fiscal Biennium 2004/2005	WSL, Resource Sharing Council, WYLD Office, Regional Council & the Governing Board	<i>Achieved</i>
E2	Investigate options for developing cooperative Database access between the WYLD Network & the University of Wyoming.	By Fiscal Biennium 2004/2005	WSL, Resource Sharing Council, WYLD Database Products Committee, WYLD Office, Regional Council & the Governing Board	
Communication and Public Relations				
C1	Investigate creating a biennial WYLD Network Report	By Fiscal Biennium 2004/2005	WSL, WYLD Office, WSL Publications & Marketing, Regional Council, Governing Board, WYLD Committees, WYLD Officers & Network Members	
C2	Maintain the WYLD Network Members website, including but not limited to the Wyoming Libraries Directory, Network On-line Calendar & document archive	On-going	WSL, WYLD Office, WSL Publications & Marketing	
C3	Communicate with broader Library Community	On-going	WSL, WYLD Office, WSL Publications & Marketing, Regional Council, Governing Board & the resource Sharing Council	Let peers residing in other states know what we have accomplished or are planning to accomplish as a consortium

## Governing Board ~ Toolkit (A Webliography)

### **Network Members Homepage**

<http://will.state.wy.us/wyld/wyldco.html>

### **Bylaws of the Wyoming Library Database Network**

<http://will.state.wy.us/wyld/network/documents/bylaws2001.html>

### **WYLD Network Governing Board**

<http://will.state.wy.us/wyld/network/govboard/>

### **WYLD Network Regional Council**

<http://will.state.wy.us/wyld/network/rcouncil/>

### **WYLD Network Organizational Chart**

<http://will.state.wy.us/wyld/network/wyldorg.pdf>

### **WYLD Network Regions**

<http://will.state.wy.us/wyld/network/regions.html>

### **WYLD Network Committees & Councils**

<http://will.state.wy.us/wyld/network/committees/>

### **WYLD Network Member Libraries**

<http://will.state.wy.us/wyld/network/members.html>

### **WYLD Network Foundation**

<http://will.state.wy.us/wyld/network/foundation/>

### **WYLD Strategic Plan**

<http://will.state.wy.us/wyld/network/documents/strategicplan.html>

## **WYLD Database Guidelines**

<http://will.state.wy.us/wyld/docs/guidelines/>

## **WYLD Card Policy**

<http://will.state.wy.us/wyld/network/documents/WYLDcard.html>

## **Technical Support & Documentation**

<http://will.state.wy.us/wyld/docs/index.html>

## **WYLD Network Staff Phone Numbers (Technical Support)**

<http://will.state.wy.us/wyld/support.html>

## **WYLD Network Staff (Responsibilities)**

<http://will.state.wy.us/wyld/staff.html>

## **WYLD Network Statistics**

<http://will.state.wy.us/wyld/statistics/>

## **Wyoming Libraries Directory**

<http://cowgirl.state.wy.us/directory/>

## **WYLD Consortium Calendar**

<http://will.state.wy.us:5630/wyldco>

## **WYLD Network Email**

<http://will.state.wy.us/wyld/email/>

WYLD Network ~ Organizational Chart

**(SEE NEXT PAGE)**

# WYLD NETWORK

meets annually in spring: one delegate from each WYLD full participating member library

