

## RESOLUTION NO. 20-03

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING USE OF DIGITAL SIGNATURES ON DISTRICT DOCUMENTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, pursuant to RCW 27.12.210(1), the Board of Trustees (the "Board") shall adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as they deem expedient; and

WHEREAS, RCW 19.360.020 and Engrossed Substitute Senate Bill 6028 (effective June 11, 2020), authorizes the District to permit the use of electronic records and electronic signatures; and

WHEREAS, pursuant to Engrossed Substitute Senate Bill 6028 (effective June 11, 2020), to the extent that the District uses electronic records and electronic signatures, after giving due consideration to security, the District staff may specify: (a) The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (b) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (c) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (d) any other required attributes for electronic records which are specified for corresponding nonelectronic records or reasonably necessary under the circumstances.

NOW, THEREFORE, BE IT RESOLVED by the Board, as follows:

1. The foregoing recitals are incorporated and fully made a part of this resolution.
2. The Board finds it to be in the best interest of the District to allow the use of electronic records and electronic signatures for the District business to the fullest extent allowed by law.
3. The Board directs the District Executive Director, or designee, to adopt any necessary administrative procedures to implement the use of electronic records and electronic signatures by the District consistent with this resolution and in compliance with the provisions of RCW 19.360.020 and Engrossed Substitute Senate Bill 6028 (effective

June 11, 2020). Such policies or processes may specify: (a) The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (b) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (c) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (d) any other required attributes for electronic records which are specified for corresponding nonelectronic records or reasonably necessary under the circumstances.

4. If any section, sentence, clause, or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.
5. All resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of May 2020.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington



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John Craig, Chair  
Board of Trustees

ATTEST



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Patrick Roewe, Secretary to the Board of Trustees

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**CERTIFICATION**

I, Patrick Roewe, Secretary to the Board of Trustees of Spokane County Library District, Spokane County, Washington, hereby certify as follows:

1. The foregoing resolution is a full, true and correct copy of a resolution duly passed and adopted at a regular meeting of the Board of Trustees of such District;

2. That such meeting was duly convened and held in all respects in accordance with the law; that a quorum was present throughout the meeting through telephonic, electronic, internet or other means of remote access, and a majority of the Board of Trustees so present voted in the proper manner for the adoption of such resolution;

3. That in accordance with Proclamation 20-28 by the Governor of the state of Washington, dated March 24, 2020: (a) such meeting was not conducted in person, (b) one or more options provided for the public to attend the meeting remotely, including by telephone access, which mean(s) of access provided the ability for all persons attending the meeting remotely to hear each other at the same time and (c) adoption of such resolution is necessary and routine action of the Board of Trustees; and

4. Such resolution was adopted by the following vote:

AYES, and in favor thereof, Trustees: John Craig, Mark Johnson, Ami Calvert, Wesley Teterud and Kristin Thompson.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: None.

I further certify that I have carefully compared the same with the original resolution on file and of record in my office; that such resolution is a full, true, and correct copy of the original resolution adopted at such meeting; and that such resolution has not been amended, modified or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand and the seal of the District on the 19th day of May 2020.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington



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Patrick Roewe  
Secretary to the Board of Trustees

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