

BEFORE THE BOARD OF TRUSTEES OF  
YAKIMA VALLEY LIBRARIES

*A Resolution to Establish a Method and Process for the  
Use of Electronic Signature Technology*

RESOLUTION  
# 20-008

**WHEREAS**, the Uniform Electronic Transaction Act (UETA) authorizes state and local agencies to use and accept electronic signatures upon the adoption of a local policy; and

**WHEREAS**, using electronic signature technologies can benefit the Yakima Valley Libraries District (the "District") by decreasing the District's reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting library business; and

**WHEREAS**, administrative staff recommends the use of DocuSign as the District's initial electronic signature service provider, based on reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

**WHEREAS**, the District Board of Trustees has considered how the use of electronic signatures may impact or improve citizen's access to and ability to participate in governmental affairs, and reliance on District business conducted electronically;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of the Yakima Valley Libraries District that:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The Board of Trustees finds it to be in the public interest to allow the use of electronic records and electronic signatures for District business to the fullest extent allowed by law.

Section 3. The Board of Trustees recognizes that whenever the use of a written, affixed by hand, or "wet" signature created when a person physically marks a document with the intent to sign the record is authorized or required, an

electronic signature may be used with the same force and effect, except as required otherwise by law.

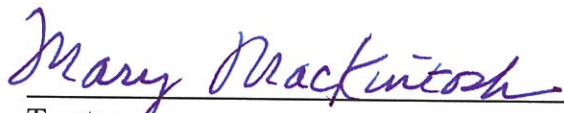
Section 4. The Board of Trustees authorizes the Library Executive Director and his/her designees to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to electronic records.

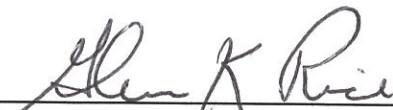
Section 6. The Board of Trustees directs the Library Executive Director to adopt any necessary administrative policies or processes (Appendix 1) to implement the use of electronic signatures by the District consistent with this resolution and in compliance with the provisions of the Uniform Electronic Transaction Act (UETA).

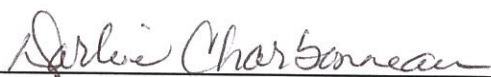
Section 7. This resolution shall take effect and be in force immediately upon its passage.

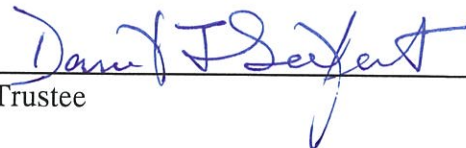
PASSED AND ADOPTED by the Board of Trustees of Yakima Valley Libraries on this 28th day of September 2020.

  
Trustee

  
Trustee

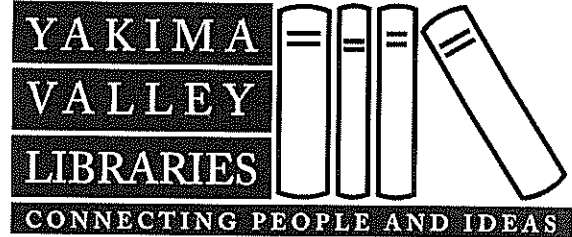
  
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# Electronic Signature Policy



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## Appendix 1: Policy Section 2 Administration

- 2.1.13 Use of Electronic Signatures Policy: The purpose of establishing an electronic signature policy is to promote efficiency in order to conserve public resources; establish guidelines for the use of electronic signatures; provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and determine the scope of the District's use of the electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

This policy shall apply to all Library employees, Board of Trustees, and others authorized to sign and approve transactions for the District.

These policies will apply to any future replacement of the DocuSign platform.

### A. Definitions:

1. Designee: A District employee who has been designated by the Library Executive Director to sign District records on their behalf using an electronic signature.
2. Electronic Signature: An electronic sound, symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
3. Record: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.
4. Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

### B. Policy Particulars:

1. The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. Pursuant to Board of Trustees Resolution # 20-008, the District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

3. The Board of Trustees, the Library Executive Director and his/her designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.
4. The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of Board of Trustees Meetings, Resolutions and Ordinances Adopted by the Board of Trustees, Board Payables and Monthly Payroll Approved by the Board of Trustees, other HR Forms and Documents, Claim Vouchers, and any and all contracts and agreements to which the District is a party.
5. Electronic signatures may be used on District records requiring execution by a third party.
6. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Board of Trustees or Library Executive Director by a designee shall use their own electronic signature. A person is authorized to sign as a designee through a Board written resolution, or a valid delegation (or sub-delegation) of authority in accordance with this policy.
7. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or required, except as provided herein. If the law requires that a document be signed, an electronic signature satisfies the law.
8. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
9. This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

**Resolution #20-008**

Adopted: September 28, 2020