

**BYLAWS**  
**HENDERSON DISTRICT PUBLIC LIBRARIES**  
**BOARD OF TRUSTEES**  
**Adopted July, 2008**

**ARTICLE 1: Name, Authorization, Mission and Values**

1. The organization shall be called the Board of Trustees of the Henderson District Public Libraries (Board). This Board exists pursuant to Nevada Revised Statutes (NRS) 379.025 (h). Further, pursuant to NRS 379.025, the Board of the Henderson District Public Libraries (Library District) establishes bylaws for the management of the Library District and the Board.
2. The mission of the Library District is as follows: Henderson Libraries seeks to cultivate a literate community by providing every citizen free access to books and information resources, as well as state of the art technology that supports work, school and recreational activities.
3. The Board subscribes to the Values of the Library District (Appendix A) and the American Library Association's Library Bill of Rights (Appendix B).

**ARTICLE 2: Officers**

1. Officers of the Board shall be nominated at the regular May meeting and elected at the annual meeting of the Board, and shall be as follows: Chair, Vice-Chair, and Secretary.
2. The Chair shall preside at all meetings, suggest the agenda, appoint special committees as required, authorize call for any special meetings, and act as spokesman for the Board to officials and the public on issues decided upon by the Board.
3. The Vice-Chair assumes the duties of the Chair in the absence of the Chair and performs other duties as assigned.
4. The Secretary shall preside in the absence of both the Chair and Vice-Chair
5. The Administrative Assistant to the Executive Director shall take notes of unfinished business for the next month's agenda, take the minutes of the executive sessions, assist in agenda preparation, handle correspondence of the Board as assigned, and maintain a file of minutes, and other duties as assigned by the Board.
6. Minutes shall be returned to the Executive Director for distribution to the Board members. Draft minutes of the previous month's minutes shall be placed on the library district's website prior to the next monthly meeting and the minute's subsequent approval as is or as amended.

### **ARTICLE 3: Trustees**

1. Pursuant to NRS 379.022 the Clark County Commission (County) shall appoint (5) five competent persons to serves as trustees. The Board shall make recommendations to the County for the appointment and reappointment of members to the Board. Further specificity regarding appointment, terms, vacancies, compensation, expenses, removal and the addition of trustees as provided in NRS 379.022 (1-6).
2. As allowed by NRS 379.022 (6) and agreed per interlocal agreement with the City of Henderson, (2) two competent persons shall be appointed as trustees by the City Council while the interlocal agreement remains in effect between the City of Henderson and the Library District.
3. A trustee shall not receive a salary or other compensation as a member of the Board. Necessary expenses may be reimbursed from the Library District budget as approved through Board action.
4. The Board adheres to all relevant sections of NRS 281A (Ethics in Government).
5. The duties and responsibilities of the Board of Trustees shall comply with those outlined in NRS 379.025 and the following:
  - a. To hire a professional librarian as Executive Director of the Library District and to evaluate the director's performance on an annual basis and,
  - b. To review and approve a budget ensuring adequate funds for the Library District's operation and,
  - c. To oversee expenditures of Library district funds and the condition of the physical plant and assets and,
  - d. To establish and review Library district policies and,
  - e. To attend Board meetings regularly and,
  - f. When appropriate and as opportunities are presented, become familiar with library issues at the local, state and federal levels and learn what constitutes quality library services through reading of relevant literature, conference attendance and visiting other libraries.

### **ARTICLE 4: Meetings**

1. The regular meeting of the Board shall be held monthly, or as business dictates, at a place publicly designated by the Board Chair and the Library Executive Director. Notice of meeting shall be publicly posted in compliance with NRS Chapter 241 - Nevada Open Meeting Law.
2. The annual meeting shall be held at the time of the regular monthly meeting in June at which time officers shall be elected for the next fiscal year, July 1 – June 30.
3. Special meetings may be called by the Chair, or upon the request of other Board members conferring with the Chair.

4. The Library Executive Director shall be an ex-officio member of the Board and of all special committees and shall be present or assign a designee to attend all Board meetings.
5. A quorum for the transaction of business shall consist of a majority of the members of the Board. *Robert's Rules of Order, Newly Revised* shall be followed.

**ARTICLE 5: Committees**

Special committees may be appointed by the Chair. Special committees are to serve until the completion of the work for which they were appointed. All committees must post notice of their meetings and make a report of their progress at a full meeting of the Board of Trustees.

**ARTICLE 6: Library Attorney**

1. The Board shall contract for legal counsel no less than annually. Legal counsel shall attend Board meetings and committee meetings as requested by the chair.
2. Legal Counsel shall also provide legal opinions to the Library Director as requested.

**ARTICLE 7: Library Executive Director**

1. The Library Executive Director shall be responsible for all duties and functions specified in NRS Chapter 379.025.
2. Further, the Library Executive Director shall be responsible for all duties and functions detailed in the official job description and any duties as assigned per the personal services contract.

**ARTICLE 8**

1. The order of business at regular meetings shall be as follows:
  - Call to order
  - Roll call
  - Approval of Agenda
  - Consent Agenda (These items are not expected to be controversial and will be considered together and approved in a single motion. Any person desiring to remove an item for separate consideration should so request before approval of the agenda. Items pulled from the Consent Agenda will be considered separately. All other consent items will be approved as one item.)
  - New Business
  - Old Business
  - Announcements
  - Public Comment
  - Adjournment
2. The Chair and the Library Executive Director, in consultation, shall prepare the Agenda of business for each Board meeting and present a copy of it to each Board member prior to the meeting date.

**ARTICLE 9: Fiscal Year**

1. The fiscal year of the Library District shall begin on the first day of July in each year and shall end on the last day of June each year.

**ARTICLE 10: Amendments**

1. These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the entire membership. Following *Robert's Rules of Order, Newly Revised* a month's notice of intent is required before action can be taken on amendments.
2. These bylaws shall be reviewed by June 30<sup>th</sup> of every odd numbered year to coincide with the Nevada Legislature, thus allowing an opportunity to review and amend if legislative action has impacted relevant law cited herein.

Amendment/ Review History:

July 2008 - Amended

October 10, 1982 - Adopted

Previous amendments or reviews undocumented

Scheduled Reviews:

June 2009

June 2011

June 2013

June 2015

## Appendix A

### Henderson District Public Libraries Values

As trustees, administration, and staff of Henderson Libraries, we endeavor to accomplish the library district's mission through our commitment to each of these essential and equally important core values.

- **Patron Focus**  
We place the highest priority on customer service to our patrons and treat every request as being of equal value. When we consider enhancements to traditional services, and implementation of new and innovative services, we first acknowledge our patrons' information needs. We will proactively develop new services to meet changing reading and information needs in our community.
- **Respect for People**  
We treat all our patrons and each of our staff team members as valued individuals and in return expect the same from our patrons during all of our service delivery interactions.
- **Equitable Service**  
We seek to ensure access to information for people of all ages, abilities, and means. Our service outlet approach seeks to place library services in convenient, accessible locations.
- **Freedom of Information and Freedom to Read**  
We protect our patron's freedom to read and view all library information. We have adopted and support the American Library Association's Library Bill of Rights.
- **Patron Privacy**  
We safeguard our patron's right to request and obtain information in confidence. The information we collect during transactions is kept in the strictest confidence and is used only to provide and improve library services.
- **Free Basic Services**  
We provide basic library services free of charge.
- **Promotion of Services**  
We inform our community about library services through a variety of channels. Our promotion efforts seek to encourage a love of reading and lifelong learning. An informed community is a participating community.
- **Quality**  
We endeavor to deliver the highest quality services possible. We strive to provide friendly, approachable, knowledgeable and expert staff.
- **Integrity**  
We follow the ethical standards and policies which have been adopted by the Henderson District Public Libraries' Board of Trustees.
- **Stewardship of Community Resources**  
We recognize that we have been entrusted by our community with managing library resources contributed through taxes and donations. We hold ourselves accountable for the efficient and effective use of all resources—people, time, assets, and funds. We work with our patrons to instill responsible borrowing practices.

## **Appendix B Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.