

Review of the ByLaws of the Henderson District Public Libraries as adopted by the Board of Trustees July, 2008

After a review of the ByLaws of the Henderson District Public Libraries I would like to submit the following discussion points for consideration by the Board.

Discussion Point 1: ARTICLE 2(6) pertaining to Meeting Minutes

Article 2(6) current states:

“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.”

Proposed change to:

Minutes shall be returned to the Executive Director for distribution to the Board members. Draft minutes of **each meeting** shall be placed on the library district's website **within 30 days after the adjournment of the meeting. Draft minutes will be updated with final minutes, including any amendments, within five working days subsequent to their approval by the Board.**”

Reasons:

- (a) I suspect that there was a typographical error where the current wording refers to "minutes of the previous month's minutes".
- (b) NRS 241.035(2) (see below) specifies the 30 working day requirement and this applies to ALL meetings not just the regular monthly ones. Note that HDPL libraries are open 6 days/week so 30 working days represent 5 calendar weeks.

NRS 241.035(2). Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken.

Discussion Point 2: ARTICLE 5 : COMMITTEES

Article 5 currently states, in part that:

“All committees must post notice of their meeting and make a report of their progress..”

I would contend that only those committees whose gatherings fall within the ambit of the Open Meeting law NRS 245.015(3), i.e. generally those where a quorum would be present, should be required to post notice. Case in point is our recently constituted Executive Director Search Committee. The NV Open Meeting Laws would not apply but under our By-Laws that committee should have been required to post notice of each meeting.

Proposed change to Article 5 as follows:

“Special Committees may be appointed by the Chair. Special committees are to serve until the completion of the work for which they are appointed. **Committees whose activities fall within the ambit of the Nevada Open Meeting Law** must post notice of their meetings. All committees must make a report of their progress at a full meeting of the Board of Trustees.”

Discussion Point 3: Selection process for Library Executive Director

After considering the process that was recently employed for the selection of the Executive Director, I feel that using a written ballot would have been a preferable method for the Board to make their final decision.

A new Article 7(3) is proposed as follows:

The selection of a Library Executive Director shall be made at a regular or specially constituted meeting of the Board of Trustees by way of a written ballot.

Discussion Point 4: Library District Mission

With reference to the mission of the Library District Article 1(2) currently states that:

“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.”

In accordance with a recent review of the mission statement, a new, simplified mission statement is proposed as follows:

Article 1(2)

The mission of Henderson Libraries is to imagine possibilities, discover opportunities and connect with our community.

Respectfully submitted,

David Ortlipp – Trustee

July 5, 2017