

**HUMBOLDT COUNTY LIBRARY
BOARD OF TRUSTEES
BYLAWS**

Adopted December 2018 by the Library Board of Trustees

Article I. Identification, Authorization, Purpose and Mission

1. This organization shall be called the Board of Trustees of the Humboldt County Library, located in Winnemucca, Nevada.
2. Pursuant to the provisions of the Nevada Revised Statute Chapter 379, (NRS 379) this Board shall exercise the powers and authority and assume the responsibilities delegated to it under the said statute.
3. The purpose of the Board of Trustees of the Humboldt County Library is to represent the library both to the people and to the governing officials, and to provide the people and the governing officials a well-run library.
4. The mission of the Library Board is to imagine possibilities, discover opportunities and connect with our community.

Article II. Membership

1. **Appointments** - The Board of Trustees of the Humboldt County Library shall consist of five members who are residents of Humboldt County appointed by the Humboldt County Commissioners.
2. **Terms of Office** -The term of office of trustees shall be four years. No trustee shall serve more than two full consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. NRS 379.0200
3. **Vacancies** - Any vacancy occurring on the Library Board of Trustees will be filled through the following procedure:
 - a) ~~Humboldt County Personnel Department will be advised of the~~ vacancy and will advertise for qualified applicants, forwarding applications of all qualified persons to the Humboldt County Commissioners.
 - b) Humboldt County Commissioners will interview qualified applicants and will select, by vote, one applicant for each vacancy.
4. **Disqualifications** - The Humboldt County Commissioners may remove any trustee who fails, without cause, to attend three consecutive regular meetings of the board, or at least half of the regular scheduled meetings in any given fiscal year.

5. **Compensation** - County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than \$40 per meeting, with a total of not more than \$80 per month, and may provide travel expenses and subsistence allowance for the members in the same amounts as are allowed for employees of the county library.

Article III – Officers

1. Officers of the board of trustees shall be the chair and co-chair who shall be elected from the trustees at the first regular board meeting of the fiscal year. They shall serve a term of one year in such office, and may be reelected in subsequent years. Should either office be vacated, trustees shall elect a new officer at the next meeting.
2. The board chair shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, act as spokesman for the board to officials and the public on issues decided upon by the board, and generally perform the duties of a presiding officer.
3. In the absence of the chair, the co-chair shall perform all duties authorized for the chair.
4. The Library Director or their designee shall act as executive secretary to the board. The secretary shall keep a true and accurate account of all proceedings of the board meetings, issue notices of all proceedings of board meetings, assist in agenda preparation, issue notices of all regular or special meetings, and have custody of the minutes and the other records of the board.
 - a) Draft minutes of each meeting shall be placed on the library website within 15 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.

Article IV – Meetings

All meetings of the Humboldt County Library Board of Trustees shall comply with the provisions of the Nevada Open Meeting Law. (NRS 241)

1. **Regular Meetings** - The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.
2. **Annual Meeting** - The annual meeting shall be the first meeting of the fiscal year and will include the election of officers.
3. **Special Meetings** - Special meetings may be called by the chair at

the request of the library director or upon the request of other board members for the transaction of business stated in the call for the meeting.

4. **Quorum** – A quorum for transaction of business shall consist of a simple majority of board members.
5. **Parliamentary Authority** - The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings.

Article V – Library Director

1. The Library Director shall be appointed by the board at a regular or special meeting, is the board's executive officer and shall be responsible for all duties and functions specified in NRS 379.025.
2. Additionally, the Library Director shall be responsible for all duties and functions detailed in the official job description and any duties as assigned per the personnel services contract.
3. The Library Director or a designee shall attend all board meetings.
4. The Library Director will confer on behalf of the Library Board of Trustees with legal counsel on all legal matters.

Article VI – Duties of the Board of Trustees

1. Select, appoint and evaluate the professional performance of the library director.
2. Determine the policy of the library to allow development of the highest possible degree of operating efficiency in the library.
3. Submit the annual budget and work to secure adequate funds to finance the requested library services.
4. Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
5. Study and support legislation which will bring about the greatest good to the library.
6. Cooperate with other public officials and boards to promote the services of the library and participate in maintaining vital public relations.
7. Follow the policies and guidelines set forth in the Board of Trustees policy manual when adopted.

8. Perform other duties as set forth under NRS 379.025.

Article VII – Amendments

1. These bylaws may be amended by a simple majority of the members of the board provided the amendment was stated in the agenda for the meeting, and, per *Robert's Rules of Order, Newly Revised*, submitted in writing at the previous meeting.
2. The bylaws shall be reviewed annually and updated as necessary.

Appendix

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:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and auditoriums available to the public they service should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980

Inclusion of "age" reaffirmed January 23, 1996

By the ALA Council

Signed and Approved by the Library Board

Georgette Olsen
Georgette Olsen – Co-Chair

12-18-18
Date

Signed and Approved by the County Commission

Ron Cerni
Ron Cerni – Chairman
Tom Freund

1/7/19
Date