

**BOARD OF TRUSTEES
BYLAWS
DOUGLAS COUNTY PUBLIC LIBRARY**

I. NAME

The name of the organization shall be the Douglas County Public Library Board of Trustees. The term "Library Board" will be used in these Bylaws interchangeably with the official name.

II. PURPOSE

The purpose of the Douglas County Public Library Board of Trustees shall be to carry out the powers and duties set forth for library trustees under Nevada law (NRS Chapter 379).

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five members who are residents of Douglas County and are appointed by the Board of County Commissioners in accordance with Nevada law. Applications are available from the County Manager's office.
2. Trustees are appointed for a four year term expiring December 31 of the fourth year. Trustees shall hold office until their successors are appointed and qualified.
3. Vacancies in the office of library trustee must be filled by appointment by the Board of County Commissioners. Trustees appointed to fulfill an unexpired term shall serve the remainder of the term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees. A recommendation for such removal will be acted upon by the Library Board of Trustees at a regularly scheduled meeting and shall be forwarded to the Board of County Commissioners for appropriate action.
6. The Library Board shall serve without compensation.

IV. ABSENCES

Regular attendance at meetings is expected of all members. If possible, members unable to attend a meeting should notify the Board Chair or the Library Director in advance of the meeting. The Library Board may recommend to the Board of County Commissioners the removal of a trustee who fails to meet attendance requirements set forth in Article III, Part 5 of this document.

V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these bylaws, the Nevada Open Meeting Law (NRS 241.020) and Sturgis Standard Code of Parliamentary Procedure.

2. A quorum of three members must be present for business to be conducted at a meeting.

3. A majority vote of the quorum present shall be necessary for any act of the Library Board.

VI. OFFICERS

1. Annually, in January, the Library Board shall elect a Chairperson to preside over all meetings.

2. The Library Board shall elect any other officers deemed necessary by the group, generally a Vice Chair to substitute for the Chair, as necessary.

3. The Library Board may appoint committees as the need arises. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board.

4. A nonvoting secretary, usually the department secretary, shall be appointed by the Library Director to take minutes of Library Board meetings.

VII. MEETINGS AND RECORDS

1. All Library Board meetings shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.020)

2. Regular meetings of the Library Board shall be held monthly. A calendar of meeting times, dates, and locations shall be adopted at the January meeting of each year.

3. Special meetings may be called by the Chair, a quorum of the Board, or by the Library Director.

4. Notices of meetings and agendas shall be posted in three public places, the Library's website, and at the location of the meeting, observing the time frames outlined in the Nevada Open Meeting Law (NRS 241.020).

5. Meetings are normally held at the main library in Minden, the branch library at Lake Tahoe, or alternate locations as necessary. The location of each meeting shall be indicated on the agenda for each meeting.

6. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS 241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

VIII. POWERS AND DUTIES OF TRUSTEES

As set forth in NRS 379.025, the Library Board shall:

- (a) Establish, supervise, and maintain a library.
- (b) Appoint, evaluate the performance of and, if necessary, dismiss a Librarian.
- (c) Hold and possess the property and effects of the Library in trust for the public.
- (d) Submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding year.
- (h) Establish bylaws and regulations for the management of the Library and their own management.
- (i) Manage all the property, real and personal, of the Library.
- (j) Acquire and hold real and personal property, by gift, purchase, or bequest, for the Library.
- (k) Administer any trust declared or created for the Library.
- (l) Maintain or defend any action in reference to the property or affairs of the Library.

The Library Board may:

- (a) Make purchases and secure rooms.
- (b) Authorize the merger or, subject to the limitations in NRS 379.0221, the consolidation of a town or city library with a county library district.
- (c) Invest the money in the appropriate library fund in accordance with the provisions of Chapter 355 of NRS.
- (d) Do all acts necessary for the orderly and efficient management and control of the library.

IX. RELATIONSHIP TO LIBRARY DIRECTOR

The Library Director is appointed by the Library Board and reports to the Board. The Library Director shall be the Executive Director of the Library and subject to the policies adopted by the Library Board. The duties and responsibilities of the Director shall include such duties as the direction and supervision of all staff, the selection of library materials, the administration of library services and management of facilities, the submission to the Library Board of regular reports on the library's status, reports on policy, and budgeting recommendations.

X. AMENDMENT

These bylaws may be amended by a majority vote of the Library Board provided written notice of the proposed amendment is submitted to each Trustee at least three days prior to the meeting and placed on the Library Board agenda.

*LIBRARY BOARD OF TRUSTEES
APPROVED 1997, 2004, FEBRUARY 26, 2008*