

Carson City Library Board Bylaws

Carson City Library
900 N. Roop Street
Carson City, NV 89701

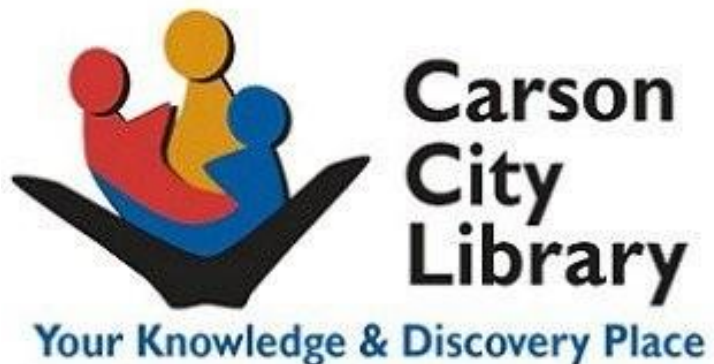
Phone: 775-887-2244

Fax: 775-887-2273

www.carsoncitylibrary.org

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Bylaws of the Carson City Library Board of Trustees

Article I – Name & Authorization

This organization shall be called “The Board of Trustees of the Carson City Library,” existing by virtue of the provision of Chapter 379 of the Nevada Revised Statutes and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. ([NRS 379.025](#)).

Article II – Purpose

The purpose of the Board of Trustees of the Carson City 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.

Article III – Officers

Board officers shall be as follows: Chairperson and Vice Chairperson, who shall be elected from the trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years.

Should either office be vacated, the members shall elect a new officer at the next meeting.

The board Chairperson shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the Chairperson, the Vice Chairperson shall perform all duties authorized for the Chairperson. The members in attendance will appoint a Vice Chairperson as needed.

The Library Director 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 proceeding of the board meeting; issue notices of all regular meetings and, on the authorization of the Chairperson, of all special meetings; and have custody of the minutes and the other records of the board.

Article IV – Terms, Vacancies, Etc.

Section 1. – Term 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)

Each vacancy occurring on the Library Board of Trustees will be filled through the following procedure:

- 1) Carson City Personnel Department will be advised of each vacancy occurring on the Carson City Library Board of Trustees; will advertise for qualified applicants; and will forward applications of all qualified persons to the Carson City Board of Supervisors.
- 2) Carson City Board of Supervisors will conduct formal interviews of all qualified applicants; will select, by vote, one applicant for each vacancy and will forward to the Carson City Library Board of Trustees.

Section 2. – Disqualifications, Vacancies – When any trustee fails to attend three consecutive regular meetings of the board, or at least half of the regular scheduled meetings in any given fiscal year, it shall be the duty of the Chairperson to notify the appointing officials. (NRS 379.020, Section 5)

Article V – Meetings

All meetings of the Carson City Library Board of Trustees shall comply with the provisions of the Nevada Open Meeting Law.

Section 1. Annual Meeting – An annual meeting shall be the first meeting of the fiscal year for election and appointment of officers.

Section 2. Special Meetings – Special meetings may be called by the Chairperson or upon the written request of three members for the transaction of business stated in the call for the meeting.

Section 3. Quorum – A quorum for transaction of business shall consist of a simple majority of board members.

Section 4. Order of Business – The order of business at regular meetings shall comply with the provisions of the Nevada Open Meeting Law.

Section 5. Parliamentary Authority – Robert's Rules of Order – Henry Martyn Robert, Hachette Book Group, 12th edition, 2020, shall govern the parliamentary procedure of the meetings.

Article VI – Library Director

The Library Director shall be appointed by the Board and is the Board's executive officer and shall have charge of administration of the library. The Library Director shall be responsible for employing and directing the staff, for appointing a recorder to attend board meetings and act as recording secretary, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The Library Director or a designee shall attend all board meetings.

Article VII – Duties of the Board of Trustees

1. Set, appoint and evaluate the professional performance of the library director. (NRS 379.025)
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 met 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. Other duties as set forth under NRS 379.025.

Article VIII – Amendments

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.