

Washoe County Library Board of Trustees

Bylaws

The Board of Trustees of the Washoe County Library System, pursuant to the authority vested by Nevada Revised Statutes 379.025, hereby establishes the following bylaws:

I. Purpose

The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent with the public trust, the Library Mission Statement, and the Library Vision Statement.

II. Organization and Membership

A. The name of the organization shall be “The Board of Trustees of the Washoe County Library System”

B. Membership:

1. The Board of Trustees will be comprised of five (5) members.
2. Trustees will be appointed by the Washoe County Board of Commissioners.
3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will be appointed to serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible to be appointed for no more than two full consecutive four-year terms. Any appointment for the remainder of a term of less than 2 years will not count toward this limitation. In the event a Trustee’s term expires, the Trustee shall continue to serve as Trustee until such time a replacement is appointed pursuant to NRS 379.020(1). Notwithstanding the term limitation set forth herein, nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

C. Trustees are public officers as defined in NRS 281.005(1) and NRS 281A.160(1). Accordingly, Trustees are subject to the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.

D. Duties of a Trustee:

1. Regularly attend meetings in person unless otherwise provided in these bylaws and actively participate in such meetings and actions;
2. Review meeting materials prior to each meeting;
3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public;
4. Set policies governing the operation of the library system as appropriate;
5. Hire and evaluate the job performance of the Library Director;
6. Work with the Director, library staff and community members, and political leaders to plan for the future of the library system;
7. Acknowledge the annual budget for the library system, and monitor expenditures;
8. Monitor and evaluate library effectiveness; and
9. Advocate for the Washoe County Library System within the community and political organizations, as appropriate.

III. Officers

A. Chair

1. Selection.

- a. The Chair will be elected by a majority vote of the Board of Trustees who are present at the meeting.
- b. The term will be for one-year at the pleasure of the Board of Trustees.
- c. Elections shall be held at the regular Board of Trustees meeting each June.

2. Duties. The chair shall:

- a. Preside at all meetings of the Board of Trustees;
- b. Execute all documents and actions authorized by the Board of Trustees;
- c. Call special meetings as warranted;
- d. Appoint committees;
- e. Serve as an ex-officio non-voting member of all committees;

- f. Work with the Library Director and staff;
- g. Review agendas and assist in scheduling meetings;
- h. Add or remove items on each meeting agenda;
- i. Draft correspondence as directed by the Board of Trustees; and
- j. Perform all duties associated with the office.

B. Vice-Chair

1. Selection

- a. The Vice-Chair will be elected by a majority vote of the Board of Trustees who are present at the meeting.
- b. The term will be for one year, at the pleasure of the Board of Trustees.
- c. Elections shall be held at the regular Board of Trustees meeting each June.
- d. In the event the Vice-Chair must assume the duties of Chair for the one-year term because the Chair is no longer able to serve in that capacity, an election for a new Vice-Chair will be held at the next meeting following the succession.

2. Duties. The Vice-Chair shall:

- a. In the event of the absence or disability of the Chair, or of a vacancy in the office, the Vice-Chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the Chair, the Vice-Chair shall assume the duties of the Chair for the period of his/her absence or disability. In the event the Chair is permanently vacated, the Vice-Chair shall assume the office of the Chair for the remainder of the vacated term.

IV. Meetings

A. Regular meetings: The Board of Trustees will normally meet monthly, on the third Wednesday of each month. The time of the meetings will be set at the discretion of the Chair of the Board of trustees. The Chair shall have the authority to cancel a regularly scheduled meeting in the event it is determined, after consultation with the Library Director, that there is insufficient business to come before the Board or that other good cause exists to cancel the meeting.

B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of possible meeting locations will be provided annually to the Board of Trustees. Meetings may be held virtually at the Chair's discretion pursuant to the requirements of NRS Chapter 241.

- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.
- D. Agendas: The Director and Chair shall ensure the preparation of the agenda for each Board meeting and the compliance with the applicable open meetings laws as set forth in NRS Chapter 241. An item may be placed on the agenda at the request of any Trustee or by written request by any individual to the Director and Chair 15 days prior to the scheduled meeting.
- E. Pertinent Materials: The Director shall ensure that notices and supporting materials pertinent to any agenda item for any Board meeting shall be made available to Trustees, Board legal counsel, and the public in accordance with the requirements set forth in the applicable open meeting laws (NRS Chapter 241).
- F. Quorum: A simple majority of the membership of the Board of Trustees must be present to have a quorum. If a vacancy occurs in the membership of the Board, the necessary quorum and number of votes necessary to take action on a matter is reduced as though the voting membership does not include the vacancy. An affirmative vote of three trustees is required on any action items on the agenda for said action to be of any legal effect, regardless of the number of trustees present at the meeting
- G. The Director, or his duly appointed representative, shall attend each meeting of the Board.
- H. Special meetings: Special meetings of the Board of Trustees may be called by the Chair or upon the written request of any two Trustees.
- I. Order of Business: To the extent possible, the order of business at any regularly scheduled meeting of the Board shall be:
 - Call to order
 - Roll call
 - Public comment
 - Review/approval of minutes

Old business
New business
Presentations
Reports
Board comment
Staff Announcements
Adjournment

- J. Where consistent with state law, and not otherwise provided in these Rules of Procedure, the Washoe County Library Board of Trustees may refer to the principles of the most recent edition of Robert’s Rules of Order for guidance in conducting its meetings.
- K. Committees: Committees shall be created as needed by the Chair, shall have a specific purpose, shall report regularly as to progress in completing their charge, shall be subject to annual review as needed, and shall automatically dissolve upon the completion of their charge.
- L. Annual Bylaws Review: The Bylaws herein can be revised as needed by a majority vote of the Board of Trustees. Any proposed revisions must be placed on an agenda and addressed in a public meeting in accordance with the Nevada Open Meeting Law. The Bylaws shall be reviewed and approved at least once every calendar year.

DATED this 22nd of May 2024

These bylaws were presented to the Board on May 22, 2024, and were adopted.

Gianna Jacks, Chair