

**BYLAWS
HENDERSON DISTRICT PUBLIC LIBRARIES
BOARD OF TRUSTEES**

**ARTICLE I
Name, Authorization, Mission and Values**

1. The organization shall be called the Board of Trustees of the Henderson District Public Libraries (hereafter referred to as the “Board”). This Board exists pursuant to Nevada Revised Statutes (NRS) 379.025(h). Further, pursuant to NRS 379.025, the Board of the Henderson District Public Libraries (hereafter referred to as the “Library District”) establishes bylaws for the management of the Library District and the Board.
2. The mission of the Library District is: *To imagine possibilities, discover opportunities, and connect with our community.*
3. The Board affirms its commitment to the Values of the Library District (see Appendix A) and the American Library Association’s Library Bill of Rights (see Appendix B).

**ARTICLE II
Officers**

1. Officers of the Board shall be nominated at the regular May meeting, elected at the annual meeting of the Board, and shall be as follows: Chair, Vice Chair, and Secretary.
2. The Chair shall preside at all meetings, suggest the agenda, appoint special committees as required, authorize call for any special meetings, and act as spokesperson for the Board to officials and the public on issues decided upon by the Board.
3. The Vice Chair assumes the duties of the Chair in the Chair’s absence and performs other duties as assigned.
4. The Secretary shall preside in the absence of both the Chair and Vice Chair.
5. The Executive Assistant to the Executive Director, or their designee, shall take notes of unfinished business for inclusion in the following month’s agenda, take minutes of executive sessions, assist in agenda preparation, handle Board correspondence as assigned, maintain a file of meeting minutes, and other duties as assigned by the Board.
6. Draft minutes of each meeting shall be returned to the Executive Director for distribution to the Board. Draft minutes shall also be posted on the Library District’s website within thirty (30) days following the adjournment of the meeting. Draft minutes will be updated with final minutes, including any amendments within five (5) working days after approval by the Board.

**ARTICLE III
Trustees**

1. Pursuant to NRS 379.022 the Clark County Board of Commissioners (hereafter referred to as the “County”) shall appoint five (5) competent persons to serve as trustees. The Board shall make recommendations to the County for the appointment and reappointment of its members. Further details concerning appointments, terms, vacancies, compensation, expenses, removal and the addition of trustees are governed by NRS 379.022(1)–(6).
2. Pursuant to NRS 379.022(6) and in accordance with an interlocal agreement between the City of Henderson and the Library District, two (2) competent persons shall be appointed as trustees by the Henderson City Council for the duration of the agreement.
3. A trustee shall not receive a salary or other compensation as a member of the Board. However, necessary expenses incurred in the performance of official duties may be reimbursed from the Library District’s budget, subject to approval by the Board.
4. The Board adheres to all relevant sections of NRS 281A (Ethics in Government).
5. The duties and responsibilities of the Board of Trustees shall comply with those outlined in NRS 379.025 and the following:
 - a. To hire a professional librarian as Executive Director of the Library District and to evaluate the director’s performance on an annual basis and,
 - b. To review and approve a budget ensuring adequate funds for the Library District’s operation and,
 - c. To oversee expenditures of Library District funds and the condition of the physical plant and assets and,
 - d. To establish and review Library District policies and,
 - e. To attend Board meetings regularly and,
 - f. When appropriate and as opportunities are presented, become familiar with library issues at the local, state and federal levels and learn what constitutes quality library services through reading of relevant literature, conference attendance and visiting other libraries.

**ARTICLE IV
Meetings**

1. The regular meeting of the Board shall be held monthly, or as business dictates, at a place publicly designated by the Board Chair and the Executive Director. Notice of meeting shall be publicly posted in compliance with NRS Chapter 241 - Nevada Open Meeting Law.
2. The annual meeting shall be held at the time of the regular monthly meeting in June at which time officers shall be elected for the next fiscal year, July 1 – June 30.
3. Special meetings may be called by the Chair, or upon the request of one or more Board members, in consultation with the Chair.

4. The Executive Director shall be an ex-officio member of the Board and of all special committees and shall be present or assign a designee to attend all Board meetings.
5. A quorum for conducting official business shall consist of a majority of Board members. Meetings shall follow in accordance with *Robert's Rules of Order, Newly Revised*.

ARTICLE V Committees

Special committees may be appointed by the Chair. Special committees are to serve until the completion of the work for which they were 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.

ARTICLE VI Library Attorney

1. The Board shall contract for legal counsel at least annually. Legal counsel shall attend Board meetings and committee meetings upon request of the Chair.
2. Legal counsel shall also provide legal opinions to the Executive Director upon request.

ARTICLE VII Executive Director

1. The Executive Director shall be responsible for all duties and functions specified in NRS 379.025.
2. In addition, the Executive Director shall be responsible for all duties and functions detailed in the official job description and any duties as assigned under the terms of the personal services contract.
3. The selection of an Executive Director shall be made by the Board of Trustees at a regular or specially called meeting, by written ballot.

ARTICLE VIII Order of Business and Meeting Agenda

1. The order of business at regular meetings shall be as follows:
 - Call to order
 - Roll call
 - Approval of Agenda
 - Consent Agenda (*These items are not expected to be controversial and will be considered together and approved in a single motion. Any person desiring to remove an item for separate consideration should so request before approval of the agenda. Items pulled*)

from the Consent Agenda will be considered separately. All other consent items will be approved as one item.)

- Executive Director's Report
 - New Business
 - Old Business
 - Announcements
 - Public Comment
 - Adjournment
2. The Chair and Executive Director, in consultation, shall prepare the agenda of business for each Board meeting and distribute a copy to each Board member prior to the meeting date.

ARTICLE IX Fiscal Year

1. The fiscal year of the Library District shall begin on July 1st and end on June 30th of the following year.

ARTICLE X Amendments

1. These bylaws may be amended at any regular meeting of the Board by a two-thirds (2/3) vote of the entire membership. In accordance with *Robert's Rules of Order, Newly Revised*, a minimum of one month's notice of intent is required before action can be taken on amendments.
2. These bylaws shall be reviewed by June 30 of every odd-numbered year to coincide with the Nevada Legislative session. This schedule allows the Board to assess and amend the bylaws if necessary, based on any changes to applicable laws cited herein.

Amendment History:

August 21, 2025 – Amended
June 2023 – Reviewed
June 2021 – Reviewed
May 2019 – Reviewed
August 17, 2017 – Amended
July 17, 2008 – Amended
October 10, 1982 – Adopted
Previous amendments or reviews undocumented

Scheduled Reviews:

June 2027
June 2029

Appendix A

Henderson District Public Libraries Values

As trustees, administration, and staff of Henderson Libraries, we strive to fulfill the Library District's mission through our shared commitment to the following essential and equally important core values:

- **Patron Focus**
We place the highest priority on customer service and treat every request as equally important. When we consider enhancements to traditional services and implementation of new and innovative services, we first acknowledge our patrons' information needs. We will proactively develop new services to meet the evolving reading and information needs of our community.
- **Respect for People**
We treat all patrons and staff with dignity and respect and expect the same in return during all service interactions.
- **Equitable Service**
We ensure access to information for people of all ages, abilities, and means. Our service model places library resources in convenient and accessible locations.
- **Freedom of Information and Freedom to Read**
We protect each patron's freedom to read and view all library information. We have adopted and support the American Library Association's *Library Bill of Rights*.
- **Patron Privacy**
We safeguard our patrons right to request and receive information in confidence. The information we collect during transactions is kept in the strictest confidence and is used only to provide and improve library services.
- **Free Basic Services**
We provide basic library services to the public free of charge.
- **Promotion of Services**
We actively promote library services through a variety of communication channels to foster a love of reading and support lifelong learning. We believe that an informed community is an engaged community.
- **Quality**
We are committed to delivering the highest quality services through friendly, approachable, knowledgeable and expert staff.
- **Integrity**
We follow the ethical standards and policies adopted by the Henderson District Public Libraries Board of Trustees.
- **Stewardship of Community Resources**
We recognize that we have been entrusted by our community with managing library resources contributed through taxes and donations. We hold ourselves accountable for the efficient and effective use of all resources—people, time, assets, and funds. We work with our patrons to instill responsible borrowing practices.

Appendix B 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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.