

## Recommended Updates and Changes to Library Policy and Bylaws

Subcommittee to Review Policies and Bylaws, December 2, 2020

1. Separate the Library Policy and the Library Board Trustee Bylaws into two distinct documents
2. For both the policy and the bylaws, include a record of changes which includes a brief description of the change and the date approved
3. For the Bylaws, remove gendered terms Chairman and Vice Chairman and replace with gender-neutral terms Chairperson and Vice Chairperson.
4. Change bylaws Article V Section 5- parliamentary authority to replace *Parliamentary Procedure At a Glance* to *Roberts Rules of Order*.
5. Link bylaws Article VII- Duties of the Board of Trustees to the applicable NRS.
6. If possible, link library bill of rights, or make update to align with current version if linking is not possible within the policy.
7. Add the following sentence to the Personnel section, last paragraph: "All Carson City Library personnel will exercise prudent judgment and reasonably interpret policy in a way that upholds the intent of the General Library Objectives."
8. Remove Public Relations section from Policy.
9. Move Cooperation section to the Services of the Library Section.
10. Link to ALA interpretation of Library-Initiated services.
11. Remove section on Youth and Family Storytime Programs and instead include in a staff procedure guide to be completed no later than March 1st, 2021.
12. Abolish the Premiere Library Card and transfer all privileges associated with the Premiere card to the regular card.
13. Remove the Selection of Library Materials section from the policy and instead develop a staff procedure guide which details the selection of library materials to be completed no later than March 1st, 2021.
14. Remove the Displays and Art Exhibits section from the policy and instead include in a staff procedure guide which details the displaying and exhibition of art at the library to be completed no later than March 1st, 2021.
15. Remove the following from the Unattended Children section: "When a Child is left at the library and the police are notified, the police will take the child into protective custody until the parents are notified"
16. Clarify use of the Library's Name and Address
17. Grammar/typos- allow staff to make any non-substantive grammatical/typographical corrections as they update the document