

By-Laws of the Board of Trustees  
Bloomfield-Eastern Greene County Public Library

Article I – Name

This organization shall be called "The Board of Trustees of the Bloomfield-Eastern Greene County Public Library", hereinafter referred to as "the Board." The Bloomfield-Eastern Greene County Public Library will be hereinafter referred to as "the Library". The Board exists by virtue of the provisions of IC 36-12 and shall operate according to the authority and purpose of IC 36-12. The Library serves the taxpaying townships of Richland, Taylor, Jackson, Center, Beech Creek and Highland. Library Board shall consist of seven members.

Article II – Authority and Purpose

Section A: The Board shall govern the Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Section B: Members of the Board shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.

Section C: The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

Section D: Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board. Officers shall serve a term of one year from the meeting in which they are elected or until their successors are duly elected.

Article III – Library/Director

Section A: The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)

Section B: The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

- Section C: The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.
- Section D: Act as technical advisor to the Board and recommend for employment all personnel and supervise and evaluate their work.
- Section E: Report monthly to the Library Board including current progress and future needs of the library.
- Section F: Prepare an annual budget for the library in consultation with the finance committee, subject to revision and approval of the Board of Trustees.
- Section G: Supervise the selection and ordering of all books and other library materials according to Board policy.
- Section H: Attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.
- Section I: Affiliate with state and local professional organizations and attend professional meetings and workshops.
- Section J: Develop a work-time schedule for staff.
- Section K: Serve at the circulation desk when scheduled and assist with reference questions as needed.
- Section L: Maintain an active public relations program.
- Section M: Assess the needs for implementing effective service and cooperate with the Board of Trustees in short and long-range planning for meeting those needs.

#### Article IV – Conflict of Interest

- Section A: Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Section B: Board members shall promote a high level of service while observing ethical standards.
- Section C: Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.
- Section D: Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section E: Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

Section F: If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Section G: Library Board members and their dependents are prohibited from having a pecuniary interest in or prohibited from deriving a profit from a contract or purchase connected with the library unless the interest or profit is specifically permitted by law and the Board member makes a public conflict of interest disclosure in accordance with Indiana Code 35-44-1-3.

#### Article V – Nepotism

Section A: Nepotism  
In compliance with Indiana Law, dependents of the Director and/or Library Board of Trustee members are ineligible for employment with the library. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other. Each case of a second family member applying for a position which is not covered above will be judged individually.

#### Article VI – Amendments

Section A: These by-laws may be amended at any meeting of the Board of Trustees by the unanimous vote of all the members of said Board, or by a majority vote of the quorum present at any meeting following the giving of notice of the proposed amendments at the previous regular meeting.

Section B: Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.

Section C: Amendments may be proposed by any member of the Board

Section D: The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII- Membership

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County executive
Trustee 2 IC 36-12-2-9(2)	County fiscal body
Trustee 3 IC 36-12-2-9(3)	School board
Trustee 4 IC 36-12-2-9(3)	School board
Trustee 5 IC 36-12-2-9(3)	School board
Trustee 6 IC 36-12-2-9(4) (IC 36-12-2-10(1), 11(b1), 12(1), 13(1), or 14(1))	County fiscal body
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	County fiscal body

Article VIII- Officers

Section A: Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23. The President, Vice-President and Secretary are elected from among the appointed trustees at the annual meeting. The Trustees shall annually elect a treasurer who may be either an appointed member of the board or an employee of the library, exclusive of the library director.

Section B: The president shall appoint a nominating committee in November who will present a slate of officers at the December meeting. Additional nominations may be made from the floor. The officers shall be elected by ballot at the December meeting for a term on one year, per IC 36-12-2-23.

Section C: Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Section D: The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.

Section E: The President shall:

- (1) preside at all meetings of the Board of Trustees;
- (2) with the Secretary, execute all legal papers, documents and instruments on behalf of said Board of Trustees;
- (3) appoint all committees
- (4) be an ex-officio member of all committees
- (5) represent said Board of Trustees in all matters pertaining to the Library not otherwise provided for in these by-laws.

Section F: The Vice-president shall preside at all meetings of the Board of Trustees during the president's absence; and shall, during the President's inability to perform the duties of his or her office, perform all of the President's duties.

Section G: The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; with the President, execute all legal papers, documents and instruments on behalf of said Board of Trustees, shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Library Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who will take an active part in the work and perform other duties which may be assigned by said Board of Trustees.

Section H: The Treasurer is responsible for the proper safeguarding and accounting of all library funds and shall deposit all money in accordance with the provisions of the public Depository Act, shall issue warrants approved by the Library Board in payment of expenses lawfully incurred on behalf of the public library, shall make financial reports of library funds and present the reports to the library board each month, examine and audit all vouchers and accounts, countersign all necessary records of the library, shall give a corporate surety bond in the amount to be determined by the Board of Trustees.

#### Article IX – Meeting of the Board of Trustees

Section A: The Library Board shall meet on the second Wednesday of each month at 5:00 or such other date and time as may be approved by the Board of Trustees. The date time and place of the regular meetings of the Board of Trustees shall be determined at a regular meeting of the Board.

Section B: At the regular December meeting, the annual election of officers shall be held for the ensuing year.

Section C: Special meetings may be called by the President, or in the President's absence, by the Vice-president, or upon the written request of three members.

Section D: The order of business at regular meetings of the Board of Trustees shall be as follows (1) reading and approval of monthly claims, (2) reading and approval of the minutes of previous meetings, (3) Treasurer's Report, (4) Librarian's report, (5) Committee reports, (6) Old business, (7) New business.

Section E: A majority of the Board of Trustees shall constitute a quorum for official business.

- Section F: Conduct of meetings and proceedings of all meetings shall follow Robert's Rules of Order.
- Section G: The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.
- Section H: Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).
- Section I: Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

#### Article X– Committees

- Section A: Standing committees will be appointed by the President, with the approval of the Board, at the first meeting following the annual meeting, and will serve for one year. They may include but are not limited to:

##### Building and Grounds Committee

The building and grounds committee shall be composed of three Trustees who shall be appointed annually by the President within five (5) days after said President's election. This committee shall, subject to the approval of the Board of Trustees, have general supervision of the care, repair, and maintenance of the building and grounds.

##### Finance Committee

The finance committee shall be a standing committee made up of the Treasurer and two other Trustees and shall be appointed annually by the president within five (5) days after said President's election. This committee, subject to the approval of the Board of Trustees, shall be charged with consulting with the Librarian/Director on the annual preparation of the budget and advertising of the budget, devising ways and means to secure adequate funding sources for the Library's operation, secure service contracts prior to budget preparation time, and to serve as the Board of Finance when required.

- Section B: Special Committees

The President may appoint such special committees as are necessary to the proper and orderly dispatch of Library business when the need arises.

- Section C: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or

recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Section D: Committees may have citizen members, as deemed appropriate for their purpose by the Board.

#### Article XI – Policies, Plans, Rules and Regulations

Section A: In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h).

Section B: All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as "The Policies, Plans, Rules, and Regulations of the Bloomfield-Eastern Greene County Public Library Eastern Greene County Public Library."

#### Article XII – Review of Bylaws

Section A: The bylaws will be reviewed at the December meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

THE ABOVE AND FORGOEING BY-LAWS were adopted as amendments to and do supersede the by-laws heretofore in effect on this 12<sup>th</sup> Day of October, 2011, by the affirmative vote of the following members of said Board of Trustees:

Aye	Nay
Martha A. Marmouzi	
Dinah Fuller	
Candice Patterson	
Jindamattol	
[Signature]	
[Signature]	
Joshua W. Higgins	

Date Signed: December 9, 2020