

**BYLAWS OF THE BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY**

Article I. Identification

Section 1. The name of this Board is the “Board of Trustees of the Harrison County Public Library”, hereinafter referred to as “the Board.” The Harrison County Public Library will be hereinafter referred to as “the Library”.

Section 2. Geographical boundaries of the Library and taxed library district include the whole of Harrison County, Indiana, which is bordered by Washington County to the north; Floyd County to the east; Jefferson County, Kentucky, to the southeast; Hardin County, Kentucky to the southeast; Meade County, Kentucky south; Crawford County to the west.

Article II. Authority and Purpose

Section 1. The Board shall govern the Library, a municipal corporation and Class B 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 2. Members of the Board (Trustees) 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 3. 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.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request legal opinions of legal counsel for any matter within the jurisdiction of the Board, and shall report to the opinion of the Board.

Article III. Personnel

Section 1. 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 2. 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 3. 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 4. The director shall attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Article IV. Conflicts of Interest

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.

Section 2. Board members shall promote a high level of service while observing ethical standards.

Section 3. 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 4. Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section 5. 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 6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Article V. Nepotism

Section 1. The Library will always hire employees based on their experience, skills and merit. If a family member of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels.

Section 2. 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.

Article VI. Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by majority vote of the members.

Section 2. 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 3. Amendments may be proposed by any member of the Board.

Section 4. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII. Membership

Section 1. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

<u>Class B Library:</u>	<u>Appointing authority:</u>
Trustee 1 IC 36-12-2-9	Harrison County Commissioners
Trustee 2 IC 36-12-2-9	Harrison County Commissioners
Trustee 3 IC 36-12-2-9	Harrison County Council
Trustee 4 IC 36-12-2-9	Harrison County Council
Trustee 5 IC 36-12-2-9	South Harrison Community School Board
Trustee 6 IC 36-12-2-9	South Harrison Community School Board
Trustee 7 IC 36-12-2-9	North Harrison Community School Board/Lanesville Community School Board (alternate appointments)

Section 2. The term of a member is four (4) years; however a member may continue to serve until his/her successor is qualified as provided by law. Members of the Board may not serve more than four consecutive terms each for a total of sixteen (16) years.

Article VIII. Officers

Section 1. 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.

Section 2. The officers shall be elected by ballot at the January meeting for a term on one year, per IC 36-12-2-23. The Board may have one or more Assistant Officers who shall have such powers and duties as the Officers whom they are elected to assist; the Officers shall specify and delegate to the Assistant Officers, and they shall be prescribed other powers and duties by The Board. An Assistant Secretary may, in the event of the absence of the Secretary, attest the execution of all documents by The Board.

Section 3. Vacancies in office shall be at the next regular meeting of the Board after the vacancy occurs.

Section 4. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

Section 5. 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 6. The President shall preside at Board meetings, appoint committees deemed necessary, sign warrants of expenses legally incurred by the library, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board.

Sec. 7. The Vice-President shall perform the duties of the President in the absence of the latter, and shall become President should a vacancy occur in that office between elections.

Sec. 8. The Secretary signs all documents requiring the Secretary's signature, and may sign warrants of expenses legally incurred by the library in the Treasurer's absence. The Secretary, a library staff member designated by the Members of the Board or the Assistant Secretary shall record attendance and proceedings of the Board.

Section 9. In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall sign all warrants approved by the Board; will be responsible for and keep one key to the lock box at Chase Bank and the second key shall be kept in the Library safe.

Article IX. Meetings

Section 1. The Board shall meet monthly. The Board shall set the meeting days for the year at the last annual meeting. The December meeting shall be the annual meeting, per IC 36-12-2-23.

Section 2. 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 3. 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 4. 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

Section 5. A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on a library's board.

Section 6. Order of business shall be:

1. Call to order
2. Reading and approval of minutes
3. Reading and approval of financial report
4. Communications
5. Report of the Director
6. Committee Reports
7. Unfinished business
8. New business
9. Other business
10. Public input
11. Adjournment

Section 7. *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the Board.

Article X. Committees

Section 1. 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: Policy Committee, Personnel Committee, Branch Committee

Section 2. Special committees for the study of special problems may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed at a regular library Board meeting.

Section 3. 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 4. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XI. Indemnification of Board Members

Section 1. The primary task of a board member is to pay attention and to keep things running right. By taking a seat at the Board table, a member accepts that responsibility. If a member fails

to actually take due care in governance of the library for the community, the member is negligent and liable for that negligence. The Board members refer to the guidelines in Managing Liability as a Board Member, IC 27-1-29; IC34-4-11.5; IC 34-4-16.5

Article XII. Policies, Plans, Rules, and Regulations

Section 1. 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 2. 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 Harrison County Public Library.”

Article XIII. Review of Bylaws

Section 1. 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.