

BELL MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS

Article I  
Identification

Section 1. The name of this Board is the "Board of Trustees of the Bell Memorial Public Library", hereinafter referred to as "the Board." The Bell Memorial Public Library will be hereinafter referred to as "the Library".

Section 2. Geographical boundaries of the Library and taxed library district include Harrison Township and that part of Franklin Township that is within Mentone (town).

Article II.  
Authority and Purpose

Section 1. The board shall govern the Library, a municipal corporation and Class 2 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 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.

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 Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided. The Assistant Director will officiate in the absence of the Director.

#### 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 not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board.

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:

**Class 2 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 36-12-2-8(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(bl), 12(1), 13(1), or 14(1)	see instructions
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2)	see instructions

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 of the Board for a term of one year, per IC 36-12-2-23.



Section 3. Vacancies in office shall be filled by electing a person at the next regular meeting of the Board.

Section 4. 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 5. The President shall preside at all board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, sign all warrants on the Treasurer for the payment of money, enforce the observance of these rules, and perform such duties which may be assigned by the Board.

Section 6. The Vice-President shall preside in absence of the President.

Section 7. The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; 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 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.

Section 8. 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.

#### Article IX. Meetings

Section 1. The Board shall meet on the last Monday of each month at 6:30 p.m. in the Library.

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 5-13-7-8 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 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 two 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 the Board.

Section 6. Order of business shall be: Call to Order; Reading/Approval of Minutes; Treasurers Report; Director and Department Reports; Committee Reports; Old Business; New Business; Adjournment.

Article X.

Policies, Plans, rules and Regulations

Section 1. In addition to operating in accordance with the 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 6-1-7(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 Bell Memorial Public Library Policy Manual."

Article XI.

Review of Bylaws

Section 1. The bylaws will be reviewed at the annual meeting every three years (590 IAC 6-1-4(g)). The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.