

Bylaws of the Board of Trustees of the LaGrange County Public Library

(January 2021)

Article I. Identification

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

Section 2. The geographical boundaries of the Library and taxed Library district include all of LaGrange County, Indiana.

Article II. Authority and Purpose

Section 1. The purpose of the LaGrange County Public Library is to meet the educational, informational, and recreational needs of the residents of LaGrange County, Indiana.

Section 2. 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 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. Travel on behalf of the Library by a Board Member 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 recommended 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 if excused by the Board President.

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. Amendments may be proposed by any member of the Board. 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. The amendments for each year shall be sent to the Indiana State Library along with the submission of the Library's Annual Report.

Article VII. Membership

Section 1. The Board of Trustees of the LaGrange County Public Library shall consist of members chosen for their fitness for public Library trusteeship. An appointee to the Board may not serve more than four consecutive terms. An appointment to fill an unexpired term of two years or less shall not be counted toward the term limitation. An appointee who has exceeded their term limit may be reappointed to the Board after the passage of four years after the end of the appointee's most recent term.

Section 2. In order to serve as a Member of the Board, an appointee (a) must be at least twenty-one years of age; (b) must have resided in LaGrange County, Indiana, for at least two years immediately preceding the appointment; and, (c) must reside in LaGrange County, Indiana, at the time of the appointment and continue to reside in LaGrange County during the time the appointee is on the Library Board.

Section 3. In order to serve as a Member of the Board, an appointee must not be an employee of the Library or have been an employee of the Library for a period of four years prior to their appointment. Provided, however, that the Treasurer may serve as an employee and a Board Member at the same time. The Members of the Board, except for the Treasurer, shall serve without compensation.

Section 4. A vacancy occurs whenever a Board member misses six consecutive regular Board meetings for any cause other than illness. The Board secretary shall notify the appointing authority of such vacancy so that a new Board member may be appointed. (IC 36-12-2-20)

Section 6. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

Position	Indiana Code Reference	Appointing Authority
Trustee 1	IC 36-12-2-9(1)	County Commissioners
Trustee 2	IC 36-12-2-9(2)	County Commissioners
Trustee 3	IC 36-12-2-9(3)	Lakeland School Board
Trustee 4	IC 36-12-2-9(3)	Lakeland School Board
Trustee 5	IC 36-12-2-9(3)	Westview School Board & Prairie Heights School Board, jointly
Trustee 6	IC 36-12-2-9(4); 36-12-2-10(1), 11(b1),12(1), 13(1), or 14(1)	County Council
Trustee 7	IC 36-12-2-9(5); 36-12-2-10(2), 11(b2),12(2), 13(2), or 14(2)	County Council

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 President, Vice President, and Secretary shall be elected at the January meeting for a term on one year, per IC 36-12-2-23. The Treasurer shall be appointed by the Board.

Section 3. Vacancies in office shall be filled 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, enforce the observance of 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.

Sec. 8. The Secretary shall review and correct the draft of all proceedings of the Board; 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 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 Farmer's State Bank, and the second key shall be kept in the Library safe.

Section 10. A nominating committee consisting of the entire Board will bring forth a slate of officers at the January Board meeting. The Board President shall conduct the election. No officer, except treasurer shall be elected for more than two consecutive terms.

Article IX. Meetings

Section 1. The Board shall meet on the third Thursday of each month or on such other day(s) as the Board shall from time to time establish. The January 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. The Order of Business shall be:

- (1) Call to Order;
- (2) Review and Approval of the Minutes of the Previous Meeting;
- (3) Treasurer's Report;
- (4) Director's Report
- (5) Reading and Approval of Reports and Claims;
- (6) Committee Reports;
- (7) Correspondence to the Board;
- (8) Other Business;
- (9) New Business; and,
- (10) Adjournment.

Section 7. Board members may attend meetings remotely and participate in discussions and deliberations but may not be counted present for the purpose of establishing a quorum and may not participate in final actions. The minutes must reflect not only the Board members who attended in person and who were absent, but also those who attended remotely. (IC 5-14-1.5-3)

Section 8. 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 Board at the first meeting following the annual meeting, and will serve for one year. The committees may include, but are not limited to, the following: Facilities Committee, Personnel Committee, and Policy Committee.

Section 2. Special committees for the study of special problems may be appointed by 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 who are not Board Members, as deemed appropriate for their purpose by the Board.

Article XI. 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, & Regulations of the LaGrange County Public Library."

Article XII. Review of Bylaws

Section 1. The Bylaws will be reviewed at the January meeting. The Secretary shall affix the date of review to the Bylaws for audit as well as indicating the action in the minutes.