

BY-LAWS OF NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY

Article I. Identification

Section 1. The name of this Board is the “Board of Trustees of the North Judson-Wayne Township Public Library”, hereinafter referred to as “the Board.” The North Judson-Wayne Township Public Library will be hereinafter referred to as “the Library”.

Section 2. Geographical boundaries of the Library and taxed library district include the the Town of North Judson located in Wayne Township, Starke County, and the township of Wayne in Starke County.

Article II. Authority and Purpose

Section 1. 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 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.

Section 5. It is the purpose of the North Judson-Wayne Township Public Library to provide all residents of the town of North Judson and Wayne Township with services, programs, materials, media, and information to meet their personal, educational, cultural, and professional needs. The Library will utilize both traditional and innovative methods to meet the service requirements of the majority of the community. The Library hopes to

function as a bridge to better futures, particularly for the young and disadvantaged. The Library serves as a learning and educational center for all residents of our taxing district in the most efficient and cost effective manner possible. The Library cooperates with other institutions for services not provided in our facility and extends an open door for reciprocal and interlibrary services.

Article III. Personnel

Section 1. The 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 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 2. Board members will declare any conflict of interest between their personal life and their position on the 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 3. 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 any member of the Board or these relatives of the Director.

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. The North Judson-Wayne Township Public Library Board of Trustees consists of seven members appointed for four (4) year staggered terms. Upon death or resignation of a trustee, a replacement will be appointed by his/her appointing authority to fill the unexpired term. Members may serve only four (4) consecutive terms from the same appointing authority.

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

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County Commissioners

Trustee 2 IC 36-12-2-9(2)	County Council
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))	Wayne Township Advisory Board
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	North Judson Town Board

Section 3. The North Judson-Wayne Township Public Library operates according to the Indiana Public Library Law of 1947 as amended (IC 20-14-1-4) The Indiana Library Trustees Manual will be a guideline for the structure of the Board of Trustees.

**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 at the January meeting for a term of one year, per IC 36-12-2-23, and assume office immediately.

Section 3. Vacancies in office shall be filled by ballot 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, 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 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 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 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.

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 [BANK NAME], and the second key shall be kept in the Library safe.

Article IX. Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. 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. Electronic Meetings

1. In accordance with IC 5-14-1.5-3.5, Library board members may participate in meetings electronically as long as the Library uses technology that permits simultaneous communication between Board members and that also permits the public to simultaneously attend and observe the meeting. The Library is not required to permit the public to attend executive sessions held electronically.
2. Board members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. However, the Board member must be able to be both seen and heard in order to participate in any final action (vote). All votes taken during a meeting with electronic attendees must be taken by roll call vote.
3. At least three Board members must be present in person at each meeting except in the case of Disaster Emergencies declared by the Governor or Local Government Officials (Section 5 #8)
4. Board members may not attend more than half of the library board meetings during any given year electronically unless the reason is due to:
 - a. military service;
 - b. illness or other medical condition;
 - c. death of a relative; or
 - d. an emergency involving actual or threatened injury to persons or property.
5. Electronic participation in meetings is not permitted if the Board is attempting to take final action to:
 - a. Adopt a budget;
 - b. Make a reduction in personnel;
 - c. Initiate a referendum;
 - d. Establish or increase a fee;
6. Technology failures during the meeting will not prevent the meeting from continuing and will not invalidate board actions or votes as long as there is a quorum of Board members still able to participate and as long as the voting requirements of the Board by-laws are met.
7. Meeting memoranda (minutes) for a meeting where a Board member attends electronically must:
 - i. a. state the name of each Board member
 - ii. b. who was present in person;
 - iii. c. who attended the meeting by electronic means; and
 - iv. d. who was absent, and

- v. e. identify the electronic communication mechanism used for the meeting.
8. In accordance with IC 5-14-1.5-3.7, during Disaster Emergencies declared by the Governor or Local Government Officials, the Board may meet completely electronically until the disaster or emergency is terminated. During such disaster emergencies, the Board may meet using any form of electronic communication as long as the meeting meets the following criteria:
 - i. At least a quorum of the board are participating in the meeting either in person or electronically;
 - ii. The public is able to simultaneously attend and observe the meeting (unless it is an executive session); and
 - iii. Votes are taken by roll call vote.
 9. In the case of an emergency, the Director can meet with the Board President and/or the Board Vice President to make temporary changes to a policy, until a regularly scheduled board meeting.

Section 7. The order of business will be as follows:

***Call to order
Secretary's Report
Treasurer's Report
Payment of Claims
Old Business
New Business
Librarian's Report
Adjournment***

**Article X.
Committees**

Section 1. Committees are appointed as needed.

Section 2. 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 3. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Adopted 1/13/1998
Reviewed 11/13/2001
Revised 6/11/2011
Reviewed: 03/13/18
Revised: 04/12/18