

By-laws for the Oakland City-Columbia Township Public Library

Article I Name and Authority

Article I Identification

Section 1 Name

The name of this board is the Board of Trustees of the Oakland City-Columbia Public Library, hereinafter referred to as "the board" and "the library."

Section 2 Boundaries.

The Geographical boundaries of the Library and taxed library district include all of Columbia Township located within Gibson County, Indiana.

Article II Authority and Purpose

Section 1 Governing

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 Payment

Members of the Board of 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 Travel Expenses

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 Legal Services

The Board may engage legal counsel as needed for legal advice. The President of the Board or 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 Membership

Section 3.1 Status

The application, appointment, term, and removal of members of the board is in accordance with Indiana statute. Board appointees must reside in the library taxing district and must have resided in the district for at least two (2) years before being appointed to the board.

The board shall consist of seven (7) members appointed by the following authorities:

three (3) by the East Gibson School Corporation

one (1) by the Gibson County Commissioners
one (1) by the Gibson County Council
one (1) by the Mayor of Oakland City
one (1) by the Columbia Township Board

Section 3.2 Compensation

The board will serve without compensation.

Section 3.3 Term.

The term of a member is four (4) years. However, a member may continue to serve until his successor is qualified as provided by law. Members of the board may not serve more than four consecutive terms of four years each for a total of sixteen (16) years. If a member is replaced mid-term, the new member shall fill out the rest of the term for that appointment. That partial term shall be counted as the first of the four allowed terms.

Article IV Meetings

Section 4.1 Regular Meetings

Regular meetings of the board are held monthly on a date and time that is set in the January meeting. Notice of the meeting will be posted at the library at least 48 hours prior to a meeting. In the event that weather or lack of quorum calls for a rescheduling of the meeting, notice will be posted on the doors of the library at least 48 hours prior to the new date and time.

Section 4.2 Open Meetings

All meetings of the board, except executive sessions, are subject to the Indiana Open Door Law (I.C. 5-14-1.5) and are open to the public.

Section 4.3 Quorum

Four members of the board constitute a quorum at each board meeting. When a quorum is present at any meeting, the vote of a plurality of the members present shall decide any question brought before such meeting.

Article V Officers

Section 5.1 Officers

Officers of the board are president, vice-president, secretary, and treasurer.

Section 5.2 Election of officers

The officers shall be chosen annually at the December meeting to take effect January 1st of the following year. Terms of office shall run January 1st -December 31st. Vacancies in office shall be filled at the next regular board meeting and the term of that office will run until December 31st of that year.

Section 5.3 Duties of President

The president presides at all board meetings.

Section 5.4 Duties of the Vice-President

The vice-president presides over meetings in the absence of the president and shall become president should a vacancy occur in the office between elections.

Sections 5.5 Duties of Secretary.

The secretary is responsible for ensuring that accurate minutes are recorded at each board meeting and filed in a timely fashion with the permanent records of the library.

Sections 5.6 Duties of the Treasurer

The treasurer oversees the financial activities of the library to ensure that adequate financial records are kept and that accurate and timely financial reports are delivered to the board. Only the treasurer is authorized to sign checks.

Article VI Responsibilities

Section 6.1 Duties of the Board

The board shall:

- a. govern and set written policy for the library.
- b. employ a competent and qualified library director to carry out its policies.
- c. plan for the future of the library to meet the needs of the community.
- d. monitor and evaluate the overall effectiveness of the library.
- e. act as an advocate for the library in the community.
- f. monitor financial affairs of the library by discussing and approving the proposed annual budget, studying monthly financial reports, and approving all claims lawfully incurred on behalf of the library.
- g. set salaries

Article VII Personnel

Section 7.1. Certification

The Library Board shall select a librarian who holds an Indiana Library Certification IV or above as required by IC 36-12-11 in order to serve as the director of the library.

Section 7.2. Duties

The director shall:

- a. be responsible for the administration and management of the library.
- b. implement all policies adopted by the board with responsibility for supervising personnel and recommending such policies and procedures that will promote and improve library services.
- c. attend all board meetings and prepare an agenda and monthly circulation and financial reports.

- d. prepare an annual budget for the board's approval.
- e. be knowledgeable about library laws.
- f. participate in continuing professional education opportunities.
- g. be responsible for the care of the building and equipment

ARTICLE VIII Conflict of Interest

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.

ARTICLE IX Nepotism

Library Administration may not hire anyone who is a relative of a Library Board member.

Article X Amendments

These by-laws may be amended at any regular meetings of the library board of trustees with a quorum present, by majority vote of the members present.

***Reviewed and approved at the March 20, 2014 Board of Trustees monthly meeting.

***Reapproved with no changes at the February 8, 2017 Board of Trustees monthly meeting.

***Reapproved with no changes at the February 12, 2020 Board of Trustees monthly meeting.