

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

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 1 Status

The application, appointment, term, and removal of members of the board is in accordance with Indiana statute IC 36-12-2-9. 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 2 Compensation

The board will serve without compensation. An exception may be made under IC 36-12-2-22 for the Treasurer.

Section 3 Term.

Per current law, the term of a board member is four (4) years). All term limitations, consecutive term limits, and computations will follow Indiana statutes found in IC 36-12-2.

Article IV Meetings

Section 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 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 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.

Section 4 Board of Finance Meeting

The full Board and its officers constitute The Board of Finance and shall meet annually in January, to review finances and depositories, per IC 5-13-7-5 et seq.

Section 5 Special Meetings

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 6 Committees

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

Article V Officers

Section 1 Officers

Officers of the board are president, vice-president, secretary, and treasurer per IC 36-12-2-22 and IC 36-12-2-23

Section 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.

Section 3 Vacancies

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 4 Removal of Officers

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 Duties of Officers

The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq.

a) Duties of President

The president presides at all board meetings, appoints any committees deemed necessary, and performs such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board.

b) 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.

c) 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; 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

d) Duties of the Treasurer

In addition to duties outlined in IC 36-12-2-22, The treasurer oversees the financial activities of the library staff to ensure that adequate financial records are kept and that accurate and timely financial reports are delivered to the

board; they shall work in tandem with the Library Director in order to report and submit any required annual reports to the State Board of Accounts. The treasurer is responsible for approving payroll transfers and is the only authorized signer on printed library checks.

Article VII Personnel

Section 1 The library board shall select a librarian who holds or is able to attain 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 VIII Conflict 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 IX Nepotism

Library Administration will not hire anyone who is a relative of a Library Board member or the Library Director. Relative for this section is defined as a spouse, parent, stepparent, child, stepchild, brother, sister, stepbrother, stepsister, daughter-in-law, or son-in-law. An adopted child of an individual is treated as a natural child of the individual. The terms brother or sister include a brother or sister by half blood.

Article X Indemnification of Board Members

Section 1. The Library shall provide General Liability coverage for the board and director. Additionally, both the Treasurer and the Director shall have bonds issued for a minimum of \$15,000.

Section 2. Board Members shall be provided with a copy of In the Public Trust.

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 Director for the management and administration of the Library, as required by 590 IAC 6-1-5(e) and 590 IAC 6-1-5(j).

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.

Article XI. Review of Bylaws

Section 1. The bylaws will be reviewed every three years and noted as such in the library minutes.

Approved at the February 14, 2024 meeting of the Board of Trustees.