

BY-LAWS OF THE BOARD OF TRUSTEES
HARTFORD CITY PUBLIC LIBRARY

ARTICLE I
Name and Authority

Section 1.1

Name. The name of this board is the Board of Trustees of The Hartford City Public Library, hereinafter referred to as "The Board" and "The Library."

Section 1.2

Authority. The Board exists and operates by virtue of The Indiana Public Library Law of 1947 and assumes its powers and responsibilities under Indiana Code ("I.C.") 36-12-2-14.

ARTICLE II
Membership

Section 2.1.

Status. The Board of Trustees shall be the policy making body which governs the Library. It shall be composed of seven members appointed as follows: three (3) by the Blackford County Board of School Trustees; one (1) by the Blackford County Commissioners; one (1) by the Blackford County Council, one (1) by the Hartford City Common Council; and one (1) by the Mayor of Hartford City.

All appointees to The Board shall reside within the corporate limits of Hartford City with the exception of a possible township appointee. If The Board has a contractual agreement to provide Library services to one or more of the townships of Blackford County, then the Mayor of Hartford City may name a resident of one of those townships (who reside outside the corporate limits of Hartford City) as his/her appointee to the Board (Refer to Indiana Codes 36-12-2-7, 36-12-2-9, and 36-12-2-14).

Section 2.2.

Compensation. Members of The Board serve without compensation in accordance with law and, with the exception of the Treasurer, may not be a paid employee of The Library.

Section 2.3.

Term. The term of a Member is four (4) years. However, a member may continue to serve until his/her 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. Partial terms of less than two (2) years do not count toward the limit of four consecutive terms.

If a resident of a contracting township is appointed to The Board then that member shall also serve a four-year term regardless of the length of the contract. But if the township in which that appointee resides fails to renew its contract for library services then that person's tenure as a Board member shall end upon expiration of that contract (Refer to Indiana Code 36-12-2-7).

ARTICLE III Meetings

Section 3.1.

Regular Meetings. Regular meetings of The Board are scheduled on the third (3rd) Wednesday of each month at 5:00 P.M. in the Meeting Room of The Hartford City Public Library. The President may change the date and time in order to ensure a quorum or to meet for special situations. Such regular meetings of The Board may be held without notice to members of The Board or upon such notice as may be fixed by Members. Public notice is given of every meeting of The Board in accordance with I.C. 5-14-1.5-5.

Section 3.2.

Special Meetings. Special meetings of The Board may be called by the President of The Board or upon written request by two or more Members of The Board. Notice of the time and place of a special meeting shall be served upon, telephoned, mailed, or e-mailed to each Member at his or her usual place of business or residence at least forty-eight (48) hours prior to the time of the meeting. Members, in lieu of such notice, may sign a written waiver of notice either before the time of the meeting, at the meeting, or after the meeting. Attendance by a Member in person at any such special meeting shall constitute a waiver of notice.

Section 3.3.

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

Section 3.4.

Executive Sessions. Executive sessions of The Board are called by the President or by two or more Members of The Board and appear on the meeting's written agenda. Executive sessions are held under the limitation of I.C. 5-14-1.5-6.1

Section 3.5.

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 having voting power shall decide any question brought before such meeting.

Section 3.6.

Dissent. A Member, who is present at a meeting of The Board at which action on any matter is taken, shall be conclusively presumed to have assented to the action taken, unless (a) his dissent shall be affirmatively stated by him at and before adjournment of such meeting (in which even the fact of such dissent shall be entered by the Secretary of the meeting in the minutes of the meeting,) or (b) he shall forward such dissent by registered mail to the Secretary of The Board immediately after the adjournment of the meeting. The right of dissent provided for by either clause (a) or clause (b) of the immediately preceding sentence shall not be available, in respect of any matter acted upon at any meeting, to a Member who voted at the meeting in favor of such matter and did not change his vote prior to the time that the result of the vote on such matter was announced by the chairman of such meeting.

Section 3.7.

Rules of Order. The latest revision of Robert's Rules of Order governs the conduct of all Board meetings.

**ARTICLE IV
Officers****Section 4.1.**

Officers. Officers of The Board are President, Vice-President, Treasurer, Deputy-Treasurer, and Secretary.

Section 4.2.

Election of Officers. The Officers shall be chosen annually at the regular December meeting to take office by the January meeting. Each such Officer shall hold office until his or her successor shall have been duly chosen and qualified, or until his or her death, or until such Officer shall resign, or shall have been removed in the manner provided by the law. Term limits for Officers of the Board shall exist so that no Board Member shall hold a single office for more than four (4) consecutive yearly terms.

Section 4.3.

Assistant Officers. The Board may have one or more Assistant Officers who shall have such powers and duties as The Officers whom they are elected to assist shall specify and delegate to them and such other powers and duties as The Board may prescribe. An Assistant Secretary may, in the event of the absence of the Secretary, attest the execution of all documents by The Board.

Section 4.4.

Duties of the President. The President presides at all Board meetings and appoints committees of The Board.

Section 4.5.

Duties of the Vice-President. The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy in that office occur between elections.

Section 4.6.

Duties of the Secretary. The Secretary signs all documents requiring the Secretary's signature. Board minutes are recorded by a Library staff member designated by the Members and are approved monthly by The Board.

Section 4.7.

Duties of the Treasurer. The Treasurer and Deputy Treasurer, who are bonded, monitor the budget, financial records, reports, audits, and investments. The Treasurer or Deputy-Treasurer signs checks which are approved by The Board for payment of expenses lawfully incurred by The Library. All other Board Members may sign warrants.

**ARTICLE V
Committees**

Section 5.1.

Appointment of Committees. Committees are appointed as needed by the President. Committees include, but are not limited to, the Budget Committee and Personnel Committee.

**ARTICLE VI
Finance**

Section 6.1.

Board of Finance. The full Board and its Officers constitute The Board of Finance and meet annually in January to review finances and depositories.

Section 6.2.

Financial Powers. The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of The Library's finances, and invests The Library's funds in accordance with Indiana law and regulations.

ARTICLE VII
Library Director

Section 7.1.

Library Director. The Director is appointed by, responsible to, and evaluated on a yearly basis by the Board at the first January meeting.

Section 7.2.

Duties of Director. The Director is responsible for the administration and management of The Library.

Section 7.3.

Policy. The Director implements all policies adopted by The Board, reports monthly to The Board, advises The Board, and recommends policies and procedures to The Board.

ARTICLE VIII
Ethics

Section 8.1.

Conflict of Interest. Board members are forbidden to conduct business with The Library unless there is a Conflict of Interest form on file at The Library.

Section 8.2.

Nepotism. The Library will always hire employees based on their experience, skills and merit. If a family member of a Board member or current staff members is interested in a position with the library, that person should apply through standard channels.

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 IX
Amendments

Section 9.1.

Amendments. These By-Laws may be amended by a plurality vote of the Members of The Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of The Board.

Adopted: 2012, Revised 2013, 2014