

BYLAWS

BYLAWS OF THE BOARD OF TRUSTEES

Article I. Identification. The name of this Board is the "North Manchester Public Library Board of Trustees", hereinafter referred to as "the Board". The North Manchester Public Library will be hereinafter referred to as "the Library". Geographical boundaries of the North Manchester Public Library and taxed district include the town limits of the Town of North Manchester.

Article II. Authority and Purpose. The Board shall govern the Library, a municipal corporation and Class 1 library organized under 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.

Article III. Membership.

Section 1. Composition. The seven (7) members of the Board shall be appointed by the following authorities as directed by Indiana statute.

- One (1) member appointed by the executive of the county
- One (1) member appointed by the fiscal body of the county
- Three (3) members appointed by the school board of the town
- One (1) member appointed by the executive of the town
- One (1) member appointed by the legislative body of the town

Section 2. Eligibility. An appointee to the Board must reside in the library district during the full time of the appointment and have resided in the library district served by the Library for at least the two (2) years immediately preceding the appointee's appointment to the Board.

Section 3. Nepotism. No person shall be eligible to serve on the Board if related either by blood or by marriage to any library employee.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Term. An appointee to the Board may not serve more than four (4) consecutive four-year terms on the Board. An appointee who has served four (4) consecutive terms may be reappointed to the Board at least four (4) years after the date the appointee's most recent term ended.

Section 6. Vacancy. A library board member may be removed at any time by the appointing authority, after public hearing, for any cause that interferes with the proper discharge of the member's duties as a member of the Board or that jeopardizes public confidence in the member. A vacancy also occurs when a member is absent from six (6) consecutive board meetings for any cause other than illness. An unexpired term of two (2) years or less that an individual serves in filling a vacancy on the Board may not be counted in computing consecutive terms.

Article IV. Meetings.

Section 1. Regular Meeting. A regular meeting of the North Manchester Public Library Board of Trustees shall be held in the Conference Room of the Library on the second Thursday of each month, unless designated at a new time by the Board and publicized as required by law.

Section 2. Annual Meeting. The regular meeting in June shall be the annual meeting.

Section 3. Open Meetings. All meetings of the Board, subject to the Indiana Open Door Law (IC 5-14-1.5), shall be publicized as required by law and, excepting executive sessions, shall be open to the public.

Section 4. Order of Business. The order of business at regular meetings shall be as follows:

- A. Adoption of Agenda
- B. Approval of Minutes
- C. Financial Report
- D. Library Director's Report
- E. Old Business
- F. New Business
- G. Comments/Questions
- H. Adjournment

Section 5. Quorum. A majority, or four (4) members, of the Board constitutes a quorum.

Section 6. Voting. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. Passage of a motion requires a simple majority.

Section 7. Conflict of Interest. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Section 8. Special Meetings. Special meetings shall be called by the President whenever, in the President's judgment, may be necessary; or at the written request of any two Board members, but only such business may be transacted as stated in the call.

Section 9. Executive Sessions. Minutes of executive sessions must identify only the subject considered. Final action or matters discussed in executive session must be taken at a meeting open to the public.

Article V. Officers.

Section 1. Officers. The officers shall be President, Vice-President, Secretary, and Treasurer; each of whom shall be elected at the annual meeting to serve one year. An Assistant Treasurer may similarly be elected. New officers shall assume their responsibilities as of July 1. In case of vacancy, the Board shall, at the next regular meeting, elect a member to fill the unexpired term.

Section 2. President. The President shall preside at Board meetings, appoint committees, certify all bills allowed by the Board, enforce the observance of these rules, and perform such other duties as pertain to the office and are necessary to carry out the wishes of the Board.

Section 3. Vice-President. The Vice-President shall perform the duties of

the President in the latter's absence.

Section 4. Secretary. The Secretary shall record all proceedings of the Board, keep a record of attendance at meetings, and keep a record of receipts and expenditures as reported by the Treasurer. The Secretary shall notify the proper appointing powers of vacancies on the Board; such notices to be given, when possible, four weeks before vacancy occurs.

Section 5. Treasurer. The Treasurer shall certify all bills allowed by the Board, sign all checks and warrants for the payment of money, and deposit all receipts. The Treasurer shall invest and transfer funds as directed by the Board. Two of three signatures – Treasurer, Assistant Treasurer, or President – are required to accomplish transfer of library funds. The Treasurer and Assistant Treasurer shall be bonded by the Board.

Section 6. Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in the latter's absence.

Article VI. Committees. Committees are appointed as needed by the President. Committees include, but are not limited to, the Budget Committee and Officer Nomination Committee.

Article VII. Fiscal policy.

Section 1. 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.

Section 2. Fiscal Year. The fiscal year of the board shall be the calendar year, January 1 through December 31.

Section 3. Board of Finance. The full Board and its officers constitute the Board of Finance, which meets annually in January to organize as a Board of Finance and review finances and depositories.

Section 4. Indebtedness. Unless otherwise ordered by the Board, no

indebtedness shall be incurred without the approval of the Board.

Section 5. Bills. All bills for library purchases shall be itemized. Bills, when allowed, shall be paid by a warrant of the Board and signed by the Treasurer. All bills paid shall be receipted and filed in the library as permanent records.

Section 6. Claims Docket. A claims docket shall be approved and signed by a quorum of the Board.

Section 7. Director Authority. The Director shall have the authority to purchase equipment up to the amount of \$1000.00 without obtaining Board approval.

Article VIII. Director.

Section 1. Hiring and Dismissal. The Director shall be hired by the Board and shall serve until replaced or dismissed. The Director shall be subject to dismissal by the Board for due cause as specified by the personnel policy.

Section 2. Authority. Subject to the direction of the Board, the Director shall have supervisory charge, control, and management of the Library building and all of its property, as well as all employees.

Section 3. Board Meetings. The Director shall attend all Board meetings, except those in which the Director's salary or tenure is under discussion.

Section 4. Other Duties. The Director shall perform other duties as

specified by the Board.

Article IX. Amendments. Amendments hereto shall be made only at a regular meeting of the Board and must be approved at two consecutive regular meetings.

Article X. Effective Date. These bylaws become effective upon passage by the Board at its regular meeting on August 12, 2010. These bylaws supersede all bylaws in force prior to August 12, 2010.

Amended and adopted by the North Manchester Public Library Board of Trustees on March 8, 2018.