

Vermillion County Public Library

Trustee By-Laws

Mission

The Vermillion County Public Library is committed to recognizing the diverse needs of the community it serves and shall actively provide access to the informational, educational, cultural, and recreational materials in order to inform, enrich, and improve the citizenry, personal lives, and leisure activities of the community.

Article I. Identification

Section 1. The name of this organization is the “Board of Trustees of the Vermillion County Public Library,” hereinafter referred to as the “the Board.” The Vermillion County Public Library will be hereinafter referred to as “the Library.”

Section 2. Geographical boundaries of the Library and taxed library district include the following townships located in Vermillion County, Indiana: Helt, Vermillion, Eugene, and Highland townships.

Article II. Authority and Purpose

Section 1. The library 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 and other Indiana and federal laws that affect the operation of the Library.

Section 2. Members of the Board should 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.

**Article III.
Personnel**

Section 1. The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the library's director. The selection shall be made solely upon the basis of the candidate's training and experience in library administration. The board shall select the director's compensation. The director is responsible to the board for the operation and management of library, per IC 36-12-2-24.

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.

Section 3. The director shall be held responsible for the care of the building and equipment, for the employment and direction of staff, the efficiency of the library's service to the community, and for the operation and administration of goals, plans, and the annual library budget.

Section 4. The director shall attend all board meeting expect for meeting concerning appointment, salary, and performance

**Article IV.
Conflict of Interest**

Section 1. Board members shall observe ethical standards with absolute truth, integrity, and honor.

Section 2. 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.

Section 3. In case of a long-term conflict of interest, the board member shall complete the Uniform Conflict of Interest Disclosure Form on an annual basis.

**Article V.
Nepotism**

Section 1. The Library will always hire employees based on their experience, skills, and merit. If a family member of the board or current staff member is interested in a position that person shall apply through standard channels.

Section 2. No immediate family members may 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 may be proposed by any member of the Board.

Section 3. The amendments shall be sent to the Indiana State Library upon submission of the annual report.

Article VII. Membership

Section 1. The Board shall include seven (7) citizen members appointed by the following elected bodies:

- A.** 2 seats per the County Commissioners
- B.** 2 seats per the County Council
- C.** 2 seats per the North Vermillion School Corporation
- D.** 1 seat per the South Vermillion School Corporation

Section 2. Trustees must reside in the Library's taxing district of Eugene, Helt, Highland, and/or Vermillion Townships of Vermillion County Indian or of one of the towns within.

Section 3. Each trustee shall be appointed for a four (4) year term. Should the board seat become vacant in midterm, a trustee shall be selected by the original appointing body to fill the unexpired balance of term.

Section 4. No Trustee may serve more than four (4) consecutive terms. A partial term is counted as a full term when counting numbers of terms served.

Section 5. A trustee who has been absent from six (6) consecutive meetings without due cause will be relieved of the responsibility and be replaced by the original appointing body.

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. Officers shall be elected by ballot at the January meeting for a term of one year, per IC 36-12-2-23.

Section 3. The president shall preside at all meetings; to create committees and appoint members thereon as he/she deems advisable; and to appoint all officers not otherwise provided for with the approval of the Board of Trustees. The president shall also 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.

Section 4. The vice president, when called upon, shall assist the president, and in his/her absences perform his/her duties. Upon resignation or removal of the president, the vice president shall be the successor.

Section 5. The secretary shall keep a record of the proceedings of the Board of Trustees. The secretary shall conduct all official correspondence and perform all duties incident to the office.

Section 6. 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, and perform all duties incident to the office.

Section 7. In the event of a vacancy of any of the offices, the Board of Trustees shall within 30 days after such a vacancy, elect a successor who shall fill the unexpired term of such office.

Article IX. Meetings

Section 1. The Board shall meet monthly. The Board shall set the meeting days for the year at the first annual meeting.

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 sessions will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5.)

Article X.

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 Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h) .

Section 2. All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as “The Policies, Plans, Rules, and Regulations of the Vermillion County Public Library.”

Article XI.

Review of Bylaws

Section 1. The bylaws will be reviewed at the March meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.