

**BY-LAWS OF
THE MITCHELL COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 2011

ARTICLE I: NAME

The name of the library district to which these by-laws apply shall be known as the Mitchell Community Public Library (MCPL), located in Mitchell, Indiana. The library district encompasses the Indiana townships of Bono, Marion, and Spice Valley (S).

ARTICLE II: LEGAL AUTHORITY

1. 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
2. All employment practices and working conditions at the MCPL shall be in accordance with state and federal law.

ARTICLE III: MISSION STATEMENT

The MCPL is a dynamic public resource with a knowledgeable and friendly staff that strive to provide needed materials, relevant services and up-to-date information. The MCPL strongly supports the concept of lifelong learning – that learning does not begin or cease with formal education but enhances the quality of life at any age.

ARTICLE IV: BOARD MEMBERS AND THEIR DUTIES

1. Appointment – The Board of-Trustees (Board) shall consist of seven (7) members appointed pursuant to IC 36-12-2-9, and as follows:

Mitchell School Board – 3
Lawrence County Commissioners – 2
County Council – 2

2. Term of office – Board members are appointed for four (4) year terms and may serve a maximum of four (4) consecutive terms.

3. Duties and responsibilities – The Board shall:

a. govern and set written policy for the MCPL. It has the power to make all rules and regulations for the discharge of its responsibility.

b. employ a competent and qualified Director to carry out its policies and shall evaluate the Director on an annual basis.

c. plan for the future of the MCPL in light of the needs of the community, secure adequate facilities and funds to carry out the MCPL's program of service.

d. monitor and evaluate the overall effectiveness of the MCPL.

e. act as an advocate for the MCPL in the community, and shall advocate for the community as a Board. The Board shall actively support library legislation.

f. monitor financial affairs of the MCPL by discussing and approving the proposed annual budget, studying monthly financial reports and approving all claims lawfully incurred on behalf of the MCPL.

g. be informed on current MCPL issues by maintaining institutional memberships in the Indiana Library Federation and the American Library Association and by attending trustee educational programs whenever possible.

4. Meetings –

a. The Board shall meet monthly. The Board shall set the meeting days for the year at the first annual meeting. The January meeting shall be the annual meeting, per IC 36-12-2-23. The regular meetings of the Board shall be held on the 4th Monday of each month at 5:30 pm in a meeting room at the MCPL. Schedule changes may be made by the Board to meet special situations.

b. Special sessions may be called by the President whenever necessary or at the written request of two (2) of members of the Board 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

c. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

d. In the event of an emergency, such as fire or tornado, the forty-eight (48) hour public notice may be waived.

e. Quorum – Four (4) members shall constitute a quorum for the transaction of business. A majority vote of any quorum present shall pass any resolution or motion.

f. Attendance - A vacancy occurs whenever a member is absent from six (6) consecutive regular board meetings for any cause other than illness. The appointing authority shall be notified of a vacancy by the Secretary of the Board.

g. Meetings will be run in accordance with parliamentary procedure.

h. 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.

5. Board officers and their duties –

a. Officers of the Board shall be as follows: President, Vice-President, Secretary and Treasurer (who may be the MCPL bookkeeper) per IC 36-12-2-22 and IC 36-12-2-23.

b. Annual election of officers shall be at the January meeting with terms running to the next January election. Mid-term vacancies in the offices of Vice President, Secretary or Treasurer will be decided by election at the next regular meeting per IC 36-12-2-22 and IC 36-12-2-23.

c. No officer, except the Treasurer, shall hold the same office for more than two (2) consecutive terms.

d. The President shall preside at all Board meetings, perform such duties as assigned by the Board, appoint all committees, execute documents authorized by the Board and call special emergency meetings with the approval of three (3) other members when necessary.

e. The Vice-President shall perform the duties of the President when he/she is not available and will complete the President's remaining term should the President be unable to finish his/her term.

f. The Secretary shall keep all the minutes of the meetings and record all votes and actions taken. Such minutes will be approved at the next meeting and be open for public inspection. For safe-keeping, the Secretary shall keep one copy of the minutes (in paper and/or disk format) off the MCPL premises for the most recent four (4) years.

g. The Treasurer may be a Board member or the MCPL bookkeeper and shall:

(1) be the custodian of all funds and securities.

(2) disburse funds as authorized by the Board and Director as required by the State Board of Accounts.

(3) be bonded in an amount deemed appropriate by the Board.

(4) provide monthly financial reports for the Board's approval.

Both the Director and the Treasurer (or their Board approved proxies in case of an emergency) will sign each check issued by the MCPL.

6. Committees – Committees will be appointed as needed by the President of the Board.

ARTICLE V: INSURANCE

The Board shall purchase insurance coverage adequate to replace the MCPL building and contents.

ARTICLE VI: LIBRARY DIRECTOR

The library board shall select a librarian who holds 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)

The Library Director shall:

a. be appointed by the Board and evaluated yearly by same.

b. be responsible for the administration and management of the MCPL.

c. implement all policies adopted by the Board with responsibility for hiring and supervising personnel and recommending such policies and procedures that will promote and improve MCPL services.

d. attend all Board meetings and prepare an agenda and monthly report to be sent to the Board several days prior to each meeting.

e. prepare an annual budget for the Board's discussion and approval.

f. be knowledgeable about library laws and actively support library legislation.

g. participate in continuing professional education opportunities.

ARTICLE VII: CONFLICT OF INTEREST

Board members will not use the library for personal or financial advantage or the personal or financial advantage of friends or relatives.

ARTICLE VIII: NEPOTISM

1. The Library will not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board.

2. 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 AND REVIEW

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

2. Amendments to these by-laws must be proposed at least one (1) month in advance of and approved by at least four (4) members of the Board at a regular meeting. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.