

BY-LAWS OF THE WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I Name and Authority

Section 1.1 Name.

The name of this board is the Board of Trustees of the Westfield Washington 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].

ARTICLE II MEMBERSHIP

Section 2.1 Status.

The application, appointment, term, and removal of Members of The Board is in accordance with Indiana statute.

Section 2.2 Compensation.

Members of the 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 successor is qualified as provided by law. Members of The Board may not serve more than four [4] consecutive terms of four [4] years each for a total of sixteen [16] years.

ARTICLE III Meetings

Section 3.1 Regular Meetings.

Regular meetings of the The Board are scheduled on the second Wednesday of each month at 7:00 p.m. at the library. The date and time may be changed by the President in order to ensure a quorum or to meet 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 the members. Public notice is given of every meeting of The Board.

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 emailed 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] 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.

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 the 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 Rule 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, Secretary, and Treasurer.

Section 4.2 Election of Officers.

The Officers shall be chosen annually at the regular December 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 until the term of the office of the Officer has expired, or until such Officer has been removed in the manner provided by law.

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 of the Board.

Section 4.4 Duties of President.

The President presides at all Board meetings.

Section 4.5 Duties of Vice-President.

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

Section 4.6 Duties of 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 Treasurer.

The Treasurer, who is bonded, monitors the budget, financial records, reports, audits, and investments. The Treasurer signs all warrants that are approved by The Board for payment of expenses lawfully incurred by The Library.

Section 4.8 Signature Stamp.

The Library may provide a signature stamp for the Treasurer to be used in the Treasurer's absence. The signature stamp may only be used by authorized Board Members and shall be kept in the locked fire safe at the Library.

ARTICLE V Committees

Section 5.1 Appointment of Committees

Committees are appointed as needed by the Director. Committees include, but are not limited to, the Budget Committee, the Policy Committee, the Building Committee and the Personnel Committee.

ARTICLE VI Finance

Section 6.1 Board of Finance

The full Board and its Officers constitutes The Board of Finance and meets 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 by The Board.

Section 7.2 Duties of Director.

The Director is solely responsible for the administration and management of The Library, with the direction and review of The Board.

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 that will promote and improve the service of The Library.

Section 7.4 Meetings.

The Director shall attend all Board meetings except those at which h/her appointment, salary, performance is discussed or determined or excused absence (i.e. sick leave or vacation).

ARTICLE VIII General Provisions

Section 8.1 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 meeting of The Board.

Section 8.2 Conflicts

Nepotism. No member of the Board of Trustees may be related to the (spouse, parent, sibling, child, grandparent, aunt, uncle, nephew, niece) to any staff member, with the exception of the Westfield Library Foundation Executive Director, or to any other Board of Trustee member. If such a relationship exists prior to the appointment of a member, said member is deemed unqualified to serve. If such a relationship exists after the appointment of a member, said member is required to immediately tender his or her resignation.

Conflict of Interest. A member of the Board of Trustees and their dependents are prohibited from having a pecuniary interest in or prohibited from deriving a profit from a contract or purchase connected with the library unless the interest or profit is specifically permitted by law and the member makes a public conflict of interest disclosure in accordance with Indiana Code 35-44-1-3.

Approved January 13, 2003

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Amended February 2020