

HAMILTON NORTH PUBLIC LIBRARY

SUBJECT: Board By-Laws
APPROVED BY: Library Board of Trustees
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February 18, 2021
February 17, 2022

Article 1 – Meetings

Section 1

The regular meeting of the Hamilton North Public Library Board shall be on the third Thursday of each month at 6:30 pm.

Section 2

Election of officers shall be at the December meeting for the coming year.

Section 3

Special meetings shall be called by the president whenever, in his/her judgment, they may be necessary, or at the request of four members.

Article 2 – Quorum

Four members of the board shall constitute a quorum.

Article 3 – Officers

Section 1

Officers shall be President, Vice-President, Secretary, and Treasurer, each of whom shall be elected at the regular meeting in December to serve for one year. In case of vacancy, the board shall, at the next regular meeting, elect a member to fill the unexpired term.

Section 2

The President shall preside at the board meetings, appoint committees, 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

The Vice-President shall perform the duties of the President in the latter's absence.

Section 4

The Secretary shall approve record of all proceedings of the board. S/he shall keep a record of attendance at board meetings. Per IC 36-12-2-20, 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 by the Secretary of the board of a vacancy.

Section 5

The duties of the treasurer shall be as described in I.C. 20-14-2-5.

Article 4 – Committees

The President shall appoint committees as the need arises. Committees will disband when their work is done. While active, a committee shall report to the board at each regular meeting. Committees will make recommendations to the board, but may not take final action.

Article 5 – Library Director

Section 1

The Director shall attend meetings of the board and make a monthly report of the operations of the library, including such recommendations as will promote its efficiency.

Section 2

The Director shall prepare an annual report as required by the State Library.

Section 3

The Director shall place all orders for books and supplies ordered in the name of the library.

Article 6 – Board of Finance

The HNPL Board of Finance shall consist of all members of the Board of Trustees. This board shall meet annually following the January Board of Trustees meeting.

Article 7 – Order of Business

The order of business of the regular meeting shall be as follows:

1. Approval of minutes

2. Public Participation
3. Financial report
4. Director's report
5. Department Reports
6. Old Business
7. New Business

Article 8 – Amendments

Amendments hereto shall be made only at the regular meeting of the board and must be proposed at least one month previous to final action on same.

Article 9 – Conflict of Interest and Nepotism

Section 1

Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor. Members shall promote a high level of service while observing ethical standards.

Section 2

Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution. Members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section 3

Board members will declare any conflict of interest between their personal life and their position on the Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself from voting immediately whenever the appearance of a conflict of interest exists.

Section 4

If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Statement annually.

Section 5

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

Section 6

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.