

SHERIDAN PUBLIC LIBRARY
103 WEST FIRST STREET
SHERIDAN, IN 46069-1015



LIBRARY: 1-317-758-5201
FAX: 1-317-758-0045
WEB: WWW.SHERIDAN.LIB.IN.US

Sheridan Public Library Board of Trustees By-laws

Article I: Name and Authority

Section 1.1: Name

The name of this board is the Board of Trustees of the Sheridan 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 power 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 are in accordance with Indiana statute. Board appointees must reside in the library taxing district and must have resided in the district for at least two (2) years before being appointed to the board.

Section 2.2: Membership

The board shall consist of seven (7) members appointed by the following authorities:

- Three (3) by the Sheridan Community School Board
- One (1) by the Hamilton County Board of Commissioners
- One (1) by the Hamilton County Council
- One (1) by the Sheridan Town Council
- One (1) by the Adams Township Board

Section 2.3: Compensation

Members of 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 2.4: Term

The term of a member is four (4) years. However, a member may continue to serve until their successor is qualified as provided by law. Members of the board may not serve more than four consecutive terms of four years each for a total of sixteen (16) years. If a member is replaced mid-term, the new member shall fill out the rest of the term for that appointment. That partial term shall be counted as the first of the four allowed terms.

Article III: Meetings

Section 3.1: Regular meetings

Regular meeting of the board are held monthly at the library. Meeting shall be published at least one week prior to the meeting.

Section 3.2: Open meetings

All meetings of the board, with the exception of executive session meetings, are subject to the Indiana Open Door Law (I.C. 5-14-1.5) and are open to the public.

Section 3.3: Special meetings

The President or any two or more members, provided that adequate notice is given in accordance with current statute, may call a special meeting of the board.

Section 3.4: Executive session meetings

Executive sessions will be held only for those purposes allowed by law and in accordance with standard notification requirements.

Section 3.5: Emergency meetings

Emergency meetings may be held without the time limitations only when there is a real or threatened injury to person or property or actual or threatened disruption of public library service. The news media will be given the same notice as Board members in the event that an emergency meeting is held.

Section 3.6: Notice of meetings

Qualifying news media, as designated by majority vote of the board at the regular January meeting, will receive an annual notification of regular meetings in accordance with applicable law. Board members and members of the news media having requested meeting notification will be notified at least 48 hours before any special Library Board meeting is held. The purpose of all meetings shall be included in all meeting notices and shall be posted in the library office. Meetings may be adjourned and reconvened without additional notice only when the date, time and location are announced during the course of a properly convened meeting and there is no change in the agenda.

Section 3.7: 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 present shall decide any questions brought before such meeting.

Article IV: Officers

Section 4.1: Board officers

Officers of the board are President, Vice-President, Secretary, and Treasurer.

Section 4.2: Election of officers

Officers shall be chosen annually at the regular January meeting. Each officer shall hold office until his or her successor shall be duly chosen and qualified.

Section 4.3: Vacancies

A vacancy in an office shall be filled at the next regular meeting of the board after the vacancy occurs.

Section 4.4: Duties of the President

The President of the Board of Trustees shall serve as the presiding officer of Board meetings and fulfill all other duties normally assigned to the office. The President has the right to vote on all issues put before the board.

Section 4.5: Duties of the Vice-President

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

Section 4.6: Duties of the Secretary

The secretary is responsible for ensuring that accurate minutes are recorded at each board meeting and filed in a timely fashion with the permanent records of the library. The Secretary shall preside in the absence of the President and Vice-President. In the event of absence, a temporary Secretary shall be elected from among the members present for the sake of keeping records at a meeting.

Section 4.7 Duties of the Treasurer

The Treasurer of the Board of Trustees shall serve as the financial officer of the library, custodian of all library funds and shall be responsible for the proper safeguarding and accounting of all funds. The Treasurer shall be a member of the Board, serve without compensation, and be bonded in accordance with current statute. The Treasurer shall preside in the absence of the President, Vice-President and Secretary. Only the Treasurer is authorized to sign checks.

Section 4.8: Compensation

All Board members shall serve without compensation.

Section 4.9: Conflict of Interest

Library Board members 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 Board member make a public conflict of interest disclosure in accordance with Indiana Code 35-44-1.3.

Section 4.10: Resignation

Board members may request resignation from the board through a letter of intent addressed to the board president or designate. The member will continue to serve on the board until a replacement is appointed.

Section 4.11: Removal from office

Any officer of the Board may be removed from office by a majority vote of the entire membership of the Board. The Board may elect an immediate replacement.

Article V: Board Responsibilities

Section 5.1: Duties of the Board

The board:

- a. Governs and sets written policy for the library.
- b. Employs a competent and qualified library director to carry out its policies.
- c. Plans for the future of the library to meet the needs of the community.
- d. Monitors and evaluates the overall effectiveness of the library.
- e. Acts as an advocate for the library in the community.
- f. Monitors the financial affairs of the library by discussing and approving the proposed annual budget, studying monthly financial reports, and approving all claims lawfully incurred on behalf of the library.
- g. Sets salaries and job descriptions for staff members.
- h. Upon the recommendation of the director, approves the hiring of new employees and dismissal of current employees.

Article VI: Director Responsibilities

Section 6.1: Certification

The director of the Sheridan Public Library shall possess or be eligible for an Indiana Library Certification IV or above.

Section 6.2: Duties

The director:

- a. Is responsible for the administration and management of the library.
- b. Implements all policies adopted by the board with responsibility for supervising personnel and recommending such policies and procedures that will promote and improve library services.
- c. Attends all board meeting and prepares an agenda and monthly circulation and financial reports
- d. Prepares an annual budget for the board's approval.
- e. Is knowledgeable about library laws.
- f. Participates in continuing professional education opportunities.

Article VII: Staff members and the board

The Library Board's relationship with staff members should be one of cordial and friendly interest, free from personal intervention between staff member and supervisor. The Library Board governs the library through its action as a whole, and not through individual instruction. Nepotism is prohibited. Members of the immediate family of Library Board members, the immediate family of the Library Director, and members of the immediate families of appointing authorities will be ineligible for employment with the library. Immediate family members can include, but are not limited to, husband, wife, father, son, mother, daughter, and extended family such as grandparents, nieces, nephews, in-laws, step-family and persons living in the household as the same.

Article VIII: Rules of Order

In cases not covered by these Bylaws, the latest edition of Robert's Rules of Order shall guide all procedure.

These by-laws may be amended at any regular meeting of the Library Board of Trustees with a quorum present, by majority vote of the members present and voting.