### By-Laws of the Odon Winkelpleck Public Library Board of Trustees

(approved 20 March 2003

 (last revision 13 March 2019)

**Article I Name and Authority**

**Section 1.1 Name**.
The name of this board is the Board of Trustees of the Odon Winkelpleck Public Library, hereafter 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. 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.

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

three (3) by the North Daviess School Board
one (1) by the Daviess County Board of Commissioners
one (1) by the Daviess County Council
one (1) by the Odon Town Council
one (1) by the Madison Township Board

**Section 2.2 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 2.3 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 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. At the completion of four terms, one full term (four years) must pass before a former member may be reappointed.

The terms of the seven (7) board members are as follows:

1. Appointed by North Daviess School Board -- term ends in 2020
2. Appointed by North Daviess School Board -- term ends in 2021
3. Appointed by North Daviess School Board -- term ends in 2019
4. Appointed by Daviess County Board of Commissioners -- term ends in 2020
5. Appointed by Daviess County Council -- term ends in 2022
6. Appointed by Odon Town Council -- term ends in 2022
7. Appointed by Madison Township Board -- term ends in 2023

**Article III Meetings**

**Section 3.1 Regular Meetings**
Regular meetings of the board are held monthly at the library. Meetings shall be publicized at least one week prior to the meeting. If a quorum is not available for the regularly scheduled monthly meeting, the meeting shall be rescheduled and the new date announced at the regular meeting time.

**Section 3.2 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 3.3 Quorum**
Four members of the board constitutes 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 question brought before such meeting.

**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 January meeting. Each officer shall hold office until his or her successor shall be duly chosen and qualified. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

**Section 4.3 Duties of President**
The president presides at all board meetings. Signs checks in the absence of the treasurer.

**Section 4.4 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.

**Sections 4.5 Duties of 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.

**Sections 4.6 Duties of the Treasurer**
The treasurer oversees the financial activities of the library to ensure that adequate financial records are kept and that accurate and timely financial reports are delivered to the board. The treasurer is authorized to sign checks.

**Article V Responsibilities**

**Section 5.1 Duties of the Board**
The board shall:

a. govern and set written policy for the library.

b. employ a competent and qualified library director to carry out its policies.

c. plan for the future of the library to meet the needs of the community.

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

e. act as an advocate for the library in the community.

f. monitor 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. set salaries and job descriptions for staff members.

**Article VI Director**

**Section 6.1. Certification**
The director of the Odon Winkelpleck Public Library shall possess an Indiana Library Certificate VII or above in accordance to Indiana Administrative Code (590 IAC 5).

**Section 6.2. Duties**
The director shall:

a. be responsible for the administration and management of the library.

b. implement 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. attend all board meetings and prepare an agenda and monthly circulation and financial reports.

d. prepare an annual budget for the board's approval.

e. be knowledgeable about library laws.

f. participate in continuing professional education opportunities.

**Article VII Ethics, Nepotism, and Conflict of Interest**

**Section 7.1 General Ethics**

Board members shall consistently uphold the highest ethical standards while serving the library. Honesty and integrity will be expected in all situations. 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.

**Section 7.2 Nepotism**

Nepotism, as defined by IC 36-12-20.2, is prohibited at the library. If a relative of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels and will receive no special consideration. No staff member shall be in a supervisory position over a relative. A relative is defined by the law as a spouse, parent, stepparent, child, stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law.

**Section 7.3 Conflict of Interest**

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. A conflict of interest statement, as prescribed by law, shall be filed when a board member may be perceived as gaining personal benefit from a board decision.

**Article VIII Amendments**

These by-laws may be amended at any regular meetings of the library board of trustees with a quorum present, by majority vote of the members present.