

Crawfordsville District Public Library
Board of Trustees Bylaws
(as noted in 590 IAC 6-1-4(g))

Article I.
Identification

Section 1. The name of this Board is the “Board of Trustees of the Crawfordsville District Public Library”, hereinafter referred to as “the Board.” The Crawfordsville District Public Library will be hereinafter referred to as “the Library.”

Section 2. Geographical boundaries of the Library and taxed library district include Union Township, Montgomery County Indiana.

Article II.
Authority and Purpose

Section 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.

Section 2. Members of the Board (Trustees) shall serve without compensation. A Board member may not serve as a paid employee of the public library.

Section 3. Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the library shall be approved by the Board.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

Article III.
Personnel

Section 1. 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 36-12-2-12(a)*.

Section 2. The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

Section 3. The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of staff, for the efficiency of the library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.

Section 4. The director shall attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Article IV. Conflicts of Interest

Section 1. Board members, in the capacity of the trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.

Section 2. Board members shall promote a high level of service while observing ethical standards.

Section 3. 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 4. Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section 5. 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. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of conflict of interest exists.

Section 6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure form annually.

Article V. Nepotism

Section 1. The library will always hire employees based on their experience, skills 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 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 VI.
Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by majority vote of the members.

Section 2. Amendments may be proposed by any member of the Board.

Section 3. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII.
Membership

Section 1. Members of the Board shall be appointed pursuant to *IC 36-12-2-9 (1) – (5)* or other as appropriate.

Trustee 1	Montgomery County Commissioners
Trustee 2	Montgomery County Council
Trustee 3	Crawfordsville School Board
Trustee 4	Crawfordsville School Board
Trustee 5	Rotating appointment between North and South Montgomery School Boards
Trustee 6	Montgomery County Commissioners
Trustee 7	Montgomery County Council

Article VIII.
Officers

Section 1. Officers of the Board shall be President, Vice President, Secretary/Assistant Treasurer and Treasurer, per *IC 36-12-2-22 – 23*.

Section 2. The officers shall be elected by voice or written ballot at the June or July meeting for a term of one year, per *IC 36-12-2-23*.

Section 3. Vacancies in office shall be filled by voice or written ballot at the next regular meeting of the Board after the vacancy occurs.

Section 4. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

Section 5. The duties of the officers shall be such as by custom and law, including *IC 36-12-22 et seq.* and the rules of this Board usually devolve upon such officers in accordance with their titles.

Section 6. The President shall preside at Board meetings, appoint committees deemed necessary, enforce the observance of these rules, and perform such other duties as pertain to the office of President and are necessary to carry out the wishes of the Board.

Section 7. The Vice-President shall perform the duties of the President in the absence of the latter.

Section 8. The Secretary/Assistant Treasurer shall record all proceedings of the Board and perform the duties of the Treasurer in his/her absence; shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary/Assistant Treasurer to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who take an active part in the work. In the event the Secretary is absent from a meeting, a Secretary pro tempore (or pro tem) shall be elected by voice or written ballot for that meeting only.

Section 9. In addition to duties outlined in *IC 36-12-2-22*, the Treasurer shall be responsible for oversight of contracted accounting firm and shall sign all warrants approved by the Board.

Article IX. Meetings

Section 1. The Board shall meet monthly with the January meeting serving as the annual meeting, per *IC 36-12-2-23*. The Board shall set the meeting days for the upcoming calendar year by or at the final annual meeting.

Section 2. 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.*

Section 3. 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*.

Section 4. Special meetings may be called by the President, or upon written request of two (2) members, 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 shall be given each member on the Board at least two (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*.

Section 5. A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on a library's board.

Section 6. Order of business shall be:

Call to order
Public Comments
Reading and approval of minutes
Approval of bills/claims
Committee and Department Reports
Old Business
Director's Report
Financial Reports
New Business
Adjournment

Section 7. *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the Board. www.robertsrules.com

Article X. Committees

Section 1. The board will act as a committee of the whole.

Section 2. Special committees for the study of special issues may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed at a regular library Board meeting. They may include but are not limited to:

Budget	Building/Maintenance
Personnel	Library Programs
Outreach	Policy Issues

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two (2) members thereof.

Section 4. Committees may have citizen members, as deemed appropriate for their purpose by the board.

Article XI. Indemnification of Board Members

Section 1. The library maintains an indemnity insurance policy for Trustees, containing Directors and Officers, Employment Practices, Fiduciary, Workplace Violence and Internet liability insurance.

Article XII.
Policies, Plans, Rules and Regulations

Section 1. In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules and regulations to govern its operations, and may affirm policies, plans, rules, and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), (e) (h.)

Section 2. All of these policies, plans, rules, and regulations shall be compiled and organized into a manual known as the *Policies, Plans, Rules, and Regulations of the Crawfordsville District Public Library*.

Article XIII
Review of Bylaws

Section 1. The bylaws will be reviewed every three years at the January meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

As approved by the CDPL Board of Trustees, August 11, 2011.

Revised: October 9, 2014; January 9, 2020

Reviewed: January 8, 2015; January 14, 2016; January 12, 2017; March 8, 2018; January 10, 2019; January 9, 2020; October 14, 2021