



BY-LAWS OF THE BOARD OF TRUSTEES

ARTICLE I.

Name, Authority, and District

- Section 1.1. **Name.** The name of this board is the Board of Trustees of the Jackson County 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.
- Section 1.3. **District.** Geographical boundaries of The Library and taxed library districts include the city of Seymour and Jackson County townships Carr, Hamilton, Jackson, Owen, Pershing, Redding, Salt Creek, Vernon, and Washington.

ARTICLE II.

Membership

- Section 2.1. **Status.** The application, appointment, term, and removal of Members of The Board is in accordance with Indiana statute. The seven Member board is the policy-making body governing The Library. Board Members are appointed two by the Seymour School Board; two by the County Commissioners; two by the County Council; and one by the board presidents of the Brownstown, Crothersville, and Medora schools for four-year terms.
- 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.

ARTICLE III.

Meetings

- Section 3.1. **Regular Meetings.** Regular meetings of The Board are scheduled on the third Monday of each month at 4:30 p.m. in the Meeting Room at the Seymour Library, with one meeting held each year at both the Crothersville and Medora branch libraries. If the third Monday falls on a holiday when The Library is closed, the meeting will be on the third Tuesday. The President may change the date and time 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 e-mailed 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

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Crothersville Library
120 East Main Street
Crothersville, IN 47229

Tel: (812) 793-2927
Fax: (812) 793-3721

Medora Library
27 West Main Street
P.O. Box 400
Medora, IN 47260

Tel: (812) 966-2278
Fax: (812) 966-2229

Outreach Services
Serving Jackson County
Tel: (812) 405-1831

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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. Rules of Order. The latest revision of *Roberts' Rules of Order* governs the conduct of all Board meetings.

Section 3.8. Electronic Meetings. In accordance with IC 5-14-1.5-3.5, Members may participate in meetings electronically as long as the Library uses technology that permits simultaneous communication between Members and that also permits the public to simultaneously attend and observe the meeting. The Library is not required to permit the public to attend executive sessions held electronically.

Members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. However, the Member must be able to be both seen and heard in order to participate in any final action (vote). All votes taken during a meeting with electronic attendees must be taken by roll call vote.

At least four Members must be present in person at each meeting.

Members may not attend more than half of the library board meetings during any given year electronically unless the reason is due to:

- a. military service;
- b. illness or other medical condition;
- c. death of a relative; or
- d. an emergency involving actual or threatened injury to persons or property.

Electronic participation in meetings is not permitted if the Board is attempting to take final action to:

- a. Adopt a budget;
- b. Make a reduction in personnel;
- c. Initiate a referendum;
- d. Establish or increase a fee or penalty;
- e. Use eminent domain authority.

Technology failures during the meeting will not prevent the meeting from continuing and will not invalidate board actions or votes as long as there is a quorum of Members still able to participate and as long as the voting requirements of the Board by-laws are met.

In accordance with IC 5-14-1.5-3.7, during Disaster Emergencies declared by the Governor or Local Government Officials, the Board may meet completely electronically until the disaster or emergency is terminated. During such disaster emergencies, the Board may meet using any form of electronic communication as long as the meeting meets the following criteria:

- a.* At least a quorum of the Board are participating in the meeting either in person or electronically;
- b.* the public is able to simultaneously attend and observe the meeting (unless it is an executive session); and
- c.* votes are taken by roll call vote.

Meeting minutes for a meeting where a Member attends electronically must:

- a. state the name of each Member:
 - i. who was present in person;
 - ii. who attended the meeting by electronic means; and
 - iii. who was absent, and
- b. identify the electronic communication mechanism used for the meeting.

If a statute requires a manual signature for attesting or authenticating an obligation issued by the Library (bond, note, warrant or other obligation), an electronic signature will have the same force and effect as a manual signature.

ARTICLE IV. **Officers**

Section 4.1. Officers. Officers of The Board are President, Vice-President, Secretary, Assistant Secretary, and Treasurer.

Section 4.2. Election of Officers. The Officers shall be chosen annually at the regular December Meeting to take office at the January 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 shall have 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 by The Board.

- Section 4.4. Duties of President. The President presides at all Board meetings and appoints committees of The Board.
- 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, approved monthly by The Board, signed by the Secretary, and posted to the Indiana Gateway by administrative staff.
- Section 4.7. Duties of Assistant Secretary. In the absence of the Secretary, the Assistant Secretary signs all documents requiring the Secretary's signature.
- Section 4.8. Duties of Treasurer. The Treasurer, a bonded Library staff member, monitors the budget, financial records, reports, audits, and investments. The Treasurer and President sign warrants which are approved by The Board for payment of expenses lawfully incurred by The Library.

ARTICLE V.
Committees

- Section 5.1. Appointment of Committees. Committees are appointed as needed by the President. Committees include, but are not limited to, the Budget Committee and Personnel Committee.

ARTICLE VI.
Finance

- Section 6.1. Board of Finance. The full Board and its Officers constitute The Board of Finance and meet 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 responsible for the administration and management of The Library.
- 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.

ARTICLE VIII.
Ethics

- Section 8.1. Conflict of Interest. Board members are forbidden to conduct business with The Library and must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or The Library.
- Section 8.2. Nepotism. No close relative of any Board member or the Director shall be employed by The Library.

ARTICLE IX.
Amendments

- Section 9.1. 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 regular meeting of The Board.