
Greentown & Eastern Howard School Public Library

BY-LAWS

Revised June 27, 2011

Reviewed January 27, 2014

Revised/Corrected January 25, 2016

Revised April 23, 2018

Revised June 28, 2021

Reviewed June 24, 2024



JUNE 24

Greentown Public Library
421 S Harrison St.
Greentown, IN 46936



The official name of the board is the Greentown & Eastern Howard School Public Library Board of Trustees, hereinafter referred to as “the Board”. The Greentown & Eastern Howard School Public Library will be hereinafter referred to as “the Library”.

The geographical boundaries of the Library and taxed library district include Liberty, Union and Jackson Townships of Howard County.

ARTICLE 2: AUTHORITY/GOVERNANCE

The activities of the Greentown & Eastern Howard School Public Library are managed under the authority granted by the Public Library Law of 1947 (Indiana Code 36-12) as amended by the Indiana General Assembly, and such other Indiana and federal laws as affect the operation of the Library.

All members of the Library board serve without compensation. No board member or member of the immediate family or household of a board member may serve as a paid employee.

Necessary travel and/or 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.

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 to the Board.

The Board establishes library policies, and the implementation of these policies and the day-to-day operation of the library are the responsibility of the director and his/her staff. Acts of governance include:

- Responsibility for finances
- Services, policies, long-range goals
- Selection of the library director
- Monitoring the overall effectiveness of the library

ARTICLE 3: MEETINGS

Section 1

The regular monthly meeting of the library board will be held on the 4th Monday of each month at a time agreeable to a quorum of the members of the board. All meetings of the board shall be held in accordance with the provisions of the Indiana Open Door Law.

Public notice of date, time and place of all regularly scheduled meetings, executive sessions, reconvened or rescheduled meetings shall be given at least forty-eight hours before the meeting by posting a notice at the meeting place and by distribution of notice to news media which file by January 1 of each year a request for such notices.

A quorum for transaction of business shall consist of four members of the board.

The order of business shall be:

- Opening the meeting
- Attendance record
- Reading of the minutes
- Financial report
- Director and statistical reports
- Old business
- New business
- Acceptance of reports and approval of claims
- Adjournment

Section 2

Attendance electronically if not during Disaster or Declared Emergency.

Library Board members may participate in meetings electronically as long as the library uses technology that permits simultaneous attendance and observation of the meeting. There must be at least four members participating in the meeting in person as a quorum. If attending a meeting electronically, Board members must be both seen and heard to participate in the vote. All votes taken in a meeting with electronic attendees must be taken by roll call vote during a meeting with electronic attendees.

Electronic participation in the meeting is not permitted if the board is attempting to take a final action to adopt a budget; make a reduction in personnel; initiate a referendum; establish or increase fee; establish or increase a penalty; use eminent domain authority; or establish, raise, or renew a tax. Board members are not allowed to attend more than half of library board meetings during any given year electronically unless due to the following reasons:

- Military service
- Illness or other medical condition
- Family death
- An emergency involving actual or threatened injury to persons or property

If a board member attends two consecutive meetings by electronic communication, he or she must attend the next meeting in person unless the reason to attend electronically is due to military service; illness, or other medical condition; family death; an emergency involving actual or threatened injury to persons or property.

If the board or member of the public experiences technology failure during the meeting, this won't prevent the meeting from continuing and won't invalidate board actions or votes as long as a quorum of members is still able to participate in person and as long as the voting requirements of the Board bylaws/policies are met.

Minutes of the meeting must identify who attended electronically and the electronic communication mechanism used for the meeting.

Section 3

Attendance electronically during Disaster or Declared Emergency

If the Governor of the State of Indiana or local government officials has declared an emergency, the board may meet entirely electronically until the disaster or emergency is terminated. During an emergency disaster, a quorum of the board participates in the meeting, whether in person or electronically; the public can simultaneously attend and observe the meeting unless an executive session and votes are taken by roll call vote. Minutes of the meeting must identify who attended electronically and the electronic communication mechanism used for the meeting.

ARTICLE 4: MEMBERSHIP

Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows: three members shall be appointed by Eastern Howard School Corporation, two members by Howard County Council, and two members by Howard County Commissioners.

ARTICLE 5: OFFICERS

Officers of the Board shall be President, Vice-President, Treasurer, and Secretary.

The President shall reside at all board meetings, appoint all standing or special committees and the committee chair, execute documents authorized by the Board, authorize calls for any special meetings and perform the duties of a presiding officer.

The Vice-President shall preside over meetings in the absence of the President, and in the case of a vacancy of the presidency, shall perform the duties of the President as Acting President until a president shall be elected.

The Secretary shall keep the minutes of the board meetings, which shall be available for public inspection, as well as, copying and recording the following:

- Date and time of meeting
- Members recorded as either present or absent
- The general substance of all matters proposed, discussed, or decided
- Record all votes taken by individual members if there is a roll call

The Treasurer shall be given a surety bond for the faithful performance of duty and for the accurate accounting of all money coming into his/her custody.

ARTICLE 6: COMMITTEES

The President may appoint committees for specific purposes as the business of the Board may require. Committees shall act in an advisory capacity unless authorized by the Board to take specific action. A committee shall be disbanded upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

ARTICLE 7: CODE OF ETHICS

As a member of the library board, the trustee:

- Respects the opinions of other board members and treats members with courtesy and respect
- Supports the majority decisions of the Board
- Recognizes that all authority is vested in the Board when it meets in session, not with individual board members
- Attends meetings prepared to participate in the discussion of issues
- Maintains confidentiality of executive session meetings
- Directs constituent or staff concerns/complaints to the proper level on the chain of command
- Recognizes that the board member's job is to ensure that the library is well managed, not to manage the library or undermine the director's authority
- Represents all constituents of the library and not a specific geographic area, special interest group, or personal interests
- Works to ensure that the library is well maintained, financially secure, growing, and operating in the best interests of constituents

ARTICLE 8: CONFLICT OF INTEREST

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

Board members shall avoid situations where personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Board members will declare any conflict of interest between their personal life and their position of 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 himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

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

ARTICLE 9: NEPOTISM

The library shall not hire family members of Library Trustees or employees.

ARTICLE 10: DIRECTOR

The Board shall select a librarian who holds a certificate under IC 36-12-11 to serve as director of the library. The selection will be made 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 shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the Board, per IC 36-12-2-24 (a).

The director shall be held responsible for:

- The care of the buildings and equipment
- The employment and direction of the staff

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- The efficiency of the library's service to the public
 - The certification of all the bills presented to the Board for payment
 - The operation of the library under the financial conditions set forth in the annual budget

The director shall attend all board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE 11: AMENDMENTS

These by-laws may be amended at any regular board meeting with a quorum present, by the unanimous vote of all members present.

The by-laws shall be reviewed at least every three years. A copy of the by-laws shall be submitted to the Indiana State Library. All amendments to the by-laws which have been adopted by the board in each year shall be submitted with the library's annual report.

Adopted: June 28, 2010

Revised: June 27, 2011

Reviewed: January 27, 2014

Revised/Corrected board appointers: January 25, 2016

Revised ARTICLE 9: NEPOTISM: April 23, 2018

Revised: June 28, 2021

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