

## **By-laws of the Loogootee Public Library Board of Trustees**

### **Article I: Membership**

1. In accordance with the provisions of IC20-14, the library board of the Loogootee Public Library shall consist of seven (7) members chosen for their fitness for public library trusteeship.
2. Members shall be appointed by the following authorities:
  - three (3) by the Loogootee School Board
  - one (1) by the Martin County Commissioners
  - one (1) by the Martin County Council
  - two (2) by the Loogootee City Council
3. Members shall be appointed for four (4) year terms and may serve a maximum of four (4) consecutive terms.

### **Article II: Officers and Committees**

1. Officers of the board shall be a President, Vice President, Secretary and Treasurer.
2. The officers shall be elected at the January meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.
3. Committees will be appointed as needed.
4. Duties of the Board of Trustees
  - The Library Board of Trustees shall:
    - a. govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
    - b. employ a competent and qualified library director to carry out its policies and shall evaluate the director on an annual basis.
    - c. plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
    - d. monitor and evaluate the overall effectiveness of the library.
    - e. act as an advocate for the library in the community and actively support library legislation.

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. attend Board meetings as often as possible at least seven meetings in a year.

### **Article III: Meetings**

1. The Board of Trustees of the Loogootee Public Library will meet on the second Monday of each month at 5:00 PM in the library. Special meetings may be called by the President whenever necessary.

2. All meeting agendas will be posted at least 48 hours prior to the meeting.

3. Board meetings shall be held in accordance with the Open Door Law of Indiana.

4. Four members shall constitute a quorum for the transaction of business. A majority vote of any quorum present shall pass any resolution or motion.

5. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the board.

### **Article IV: Director**

1. The Director of the Loogootee Public Library shall possess an Indiana Library Certification V or above.

2. 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 service.

c. attend all board meetings and prepare an agenda and monthly usage reports.

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

e. be knowledgeable about library laws and actively support library legislation.

f. participate in continuing professional education opportunities.

## **Article V: 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, providing the amendment was stated in the agenda for the meeting.

*Adopted 10-04-2010*