



**BY-LAWS OF THE BOARD OF TRUSTEES  
OF THE WEST LAFAYETTE PUBLIC Library  
West Lafayette, Indiana**

**Article 1. Meetings**

- 1.1 The regular meetings of the Board of Trustees shall be on the second Wednesday of each month at the Library building. Temporary schedule changes may be made by the President when necessary to secure a quorum or to meet a special situation. When a change of meeting date is necessary, the Board shall issue a public notice.
- 1.2 Special meetings may be called by the President whenever it may be necessary or at the written request of three members of the Board. Only such business as stated in the call shall be transacted. Three days prior notice is to be given to each member before any special meeting.
- 1.3 Board meetings shall conform to the Open Meetings Law of the State of Indiana.
- 1.4 The annual report of the Library Director shall be made at the regular meeting in March.

**Article 2. Quorum**

- 2.1 The Board shall consist of seven members. Four members of the Board shall constitute a quorum.

**Article 3. Officers**

- 3.1 Officers of the Board shall consist of the President, Vice President, Secretary, and Treasurer.
- 3.2 The annual election of officers shall take place at the regular meeting in June. Terms for newly elected officers will begin the following July.
- 3.3 In case of vacancy of the office of President, the Vice-President shall succeed for the unexpired term. In case of vacancy of the office of Vice President, Secretary, or Treasurer, the Board at its next regular meeting shall elect a member to fill the unexpired term.
- 3.4 The President shall preside at board meetings, appoint committees, serve as an ex-officio member on all committees, and perform all other duties that normally pertain to the office. In the case of a tie vote on the business of the Board, the President shall vote to break the tie.
- 3.5 The Vice-President shall perform the duties of the President in the President's absence.
- 3.6 *The Secretary shall be the chief secretarial officer for the Board. Their designee shall see to the recording of the proceedings of the Board and the preparation of the secretarial records. The Secretary will report monthly to the Board the Minutes of the Library and, utilizing the personnel of the Library, have such records duplicated and distributed to the Board for approval.*

- 3.7 The Treasurer, who may or may not be a Board member, shall be the chief financial officer of or for the Board. The treasurer, or their designee, shall see to the preparation of the financial records and report monthly to the Board the financial condition of the Library. The treasurer shall supervise the activities of any hired personnel and the Library Director in the preparation of bills for Board approval and payment and in the preparation of annual budgets and accompanying details required to submit budgetary requests to legal taxing authorities. The treasurer shall supervise the investment of Library funds to keep the Board regularly apprised of these investments and alert the Board to any developing financial problems. The Treasurer shall be appropriately bonded in an amount determined by the Board.

#### **Article 4. Committees**

- 4.1 The Board shall function as a committee of the whole for purposes of overseeing the general financial condition of the Library separate from the specific duties assigned to the treasurer, and for overseeing the general maintenance and upkeep of the building and property.
- 4.2 A personnel committee, consisting of three Board members appointed by the President, shall assist the librarian in personnel matters such as preparation of job descriptions and related policies affecting the well-being of employees and volunteer staff. The committee shall also serve as an advisory group to the librarian for purposes of annual performance reviews and salary recommendations. Committee members will serve for a period of three years.
- 4.3 Other committees dealing with special situations may be appointed by the President and approved by the Board. Such committees shall report regularly to the Board and serve until the completion of the work for which they are appointed or until terminated by the President or the Board.

#### **Article 5. Library Director**

- 5.1 The Library Director shall be appointed by the Board.
- 5.2 The Library Director shall be solely responsible for the administration and management of the Library, subject to the review and direction of the Board. The Library Director shall administer the policies adopted by the Board, with responsibility for directing and supervising personnel, and recommending such policies and procedures as will promote and improve the service of the Library. The Library Director shall attend all Board meetings.
- 5.3 The Library Director shall present a monthly report of the operations to the Board at its regular meetings. The annual report of the Library Director, showing fully the operations of the Library for the previous year, shall be made at a regular meeting in March.

#### **Article 6. Amendments**

- 1.1 Amendments hereto shall be made only at a regular meeting of the Board must be proposed at least one month previous to the final action of the same, and shall be approved by a majority of the members of the Board.

#### **Article 7. Nepotism and Conflict of Interest**

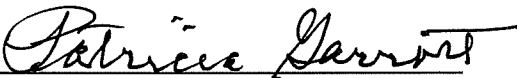
- 7.1 No person being related to any member of the Library Board of Trustees, or to the Library Director, as a father, mother, brother, sister, uncle, aunt, a husband or wife, son or daughter, son-in-law or daughter-in-law, niece or nephew, shall be eligible to hold any position in the West Lafayette Public Library, nor shall any such relative be entitled to

receive any compensation for his or her services out of any appropriation provided by law.

7.2 Section 7.1 shall not apply if such person has been employed in the same position in the West Lafayette Public Library for at least twelve (12) consecutive months immediately preceding the appointment of his or her relative as a member of the Library Board of Trustees or Library Director.

7.3 No persons related as a father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew may be placed in a direct supervisory-subordinate relationship.

**Revised March 1, 2004, July 14, 2010, Reviewed March 14, 2018, Reviewed February 10, 2021, Revised May 12, 2021**

Signed: 

**Patricia Garrott, Secretary**  
**05/12/2021**