

## BY-LAWS FOR BOARD OF TRUSTEES OF THE HAMMOND PUBLIC LIBRARY

### BP 1000A STATEMENT OF PURPOSE AND AUTHORITY

The Hammond Public Library shall have written bylaws that outline its purpose and its operational procedures and address conflicts of interest issues and nepotism. The by-laws shall be reviewed periodically and a copy of the bylaws shall be submitted to the Indiana State Library.

The Hammond Public Library is a municipal corporation and a Class A library organized under the public library provision of IC 36-12. The purpose of the library is to meet the educational, information, and recreational interest and needs of the public.

### BP 1001 NAME

The official name of this Board shall be the Board of Trustees of the Hammond Public Library.

### BP 1002 MEMBERSHIP

The seven member board is the policy-making body governing the Library. Board members are appointed one by the City Council, three by the School Board, one by the County Commission, one by the County Council and one by the Mayor for four year terms without remuneration.

### BP 1002.1 NEPOTISIM

Close relatives of Board members or the staff shall not be employed by the Library. "Close relatives" shall be defined as parent, sibling, spouse, child, grandchild, grandparent, mother / father-in-law, brother / sister-in-law, daughter / son-in-law, other relative, or friend with whom the staff member has a mutually acknowledged relationship as the above. The policy does not apply to employee(s) who were employed by the Library on or before May 25, 2010.

### BP 1003 REGULAR MEETINGS OF THE BOARD

The regular time of meeting of this Board shall be on the last Tuesday of each month at 5:30 p.m. The regular place of meeting shall be the Harriet M. Schlesinger Board Room, Main Library at 564 State Street.

### BP 1004 BOARD OF FINANCE

The Board shall meet annually, after the first Monday and on or before the last day of January, to organize as a Board of Finance by electing a president and a secretary, review the written report of the Library's investments during the previous calendar year and review the Library's investment policy.

### BP 1005 SPECIAL MEETINGS OF THE BOARD

Special meetings may be voted at any regular meeting, may be called by the President of the Board, or at the request of any two members of the Board.

## BY-LAWS FOR BOARD OF TRUSTEES OF THE HAMMOND PUBLIC LIBRARY (continued)

### BP 1005.1 MEETINGS OPEN TO PUBLIC

All meetings of the Board and committees of the Board shall be held in accordance with the provisions of the Indiana Open Door Law (IC 5-14-1.5). Public notice of the date, time and place of regular, special and executive meetings shall be given at least forty-eight hours before the meeting.

Reconvened meetings may be held with less than forty-eight hour notice if the new date, time and place is announced at the time of the original meeting, recorded in the minutes and there is no change in agenda.

Public notice is given by posting the notice including the agenda at the Library and notifying all news media who have filed a written request to receive such notices. Where authorized by federal or state statute. For discussion of strategy for: Collective bargaining; Initiation of, Pending or threatened litigation; Implementation of security systems, or purchase or lease of real property. Interviews with prospective employees.

- 1) With respect to any employee's status or alleged misconduct
- 2) For discussion of confidential records
- 3) To discuss a job performance evaluation of individual employees

Final action or matters discussed in executive session must be taken at a meeting open to the public. Minutes of executive sessions must identify only the subject considered. The Secretary will certify in the minutes that no other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

### BP 1006 QUORUM

A Majority of the members of the Board shall constitute a quorum for the transaction of business. Each member of the Board, including the President shall be allowed to vote on all motions.

### BP 1007 ORDER OF BUSINESS

Meetings shall be conducted according to *Robert's Rules of Order*, with such modifications as the Board may from time to time determine to be desirable.

### BP 1008 OFFICERS

The officers of this Board shall be President, Vice-President, Secretary, and Treasurer, each to serve one year or until a successor is elected. The officers for the ensuing year shall be elected at the December meeting of the Board and shall take office in January.

### BP 1009 DUTIES OF OFFICERS

The President shall preside at all meetings of the Board, and see that the business of the Board is carried out.

The Vice-President shall, in the absence of the President, perform all the duties of the President.

#### BY-LAWS FOR BOARD OF TRUSTEES OF THE HAMMOND PUBLIC LIBRARY (continued)

The Secretary shall review the board minutes that are prepared by the library's Administrative Assistant to ensure they are a true and accurate record of all board proceedings, perform signatory duties and such other duties generally associated with this office.

The Treasurer shall be responsible for the receipt and deposit of all money and securities of the Library, the disbursement of funds as authorized by the Library Board upon a warrant signed by the Treasurer and the keeping of all financial records.

#### BP 1012 MINUTES OF BOARD MEETINGS

Minutes of the previous meeting(s) of the Board shall be prepared under the direction of the Secretary and mailed or delivered to the members of the Board not later than the Wednesday preceding the next regular meeting.

The contents of the official minutes of the Board shall follow the form and content of the latest revised edition of Robert's Rules of Order. These minutes of the Board meeting(s) shall be considered for adoption and approval at a regular Board meeting and duly executed.

Minutes of the Board Meeting will be kept on open shelves and made accessible to the public and Library staff for inspections. Minutes will be tape recorded and tape will be destroyed after minutes have been approved.

#### BP 1013 BOARD POLICIES

It shall be the duty of the Board to determine and adopt written policies to govern the operation and program of the Library.

BP 1013 Adopted 12/11/75  
BP 1001A Adopted 04/26/16  
BP 1002.1 Adopted 04/26/16  
BP 1004 Revised 02/21/94; 03/25/08  
BP 1008 Revised 03/25/08  
BP 1012 Revised 03/25/82; 03/25/08

BP 1001 Revised 11/26/95  
BP 1002 Revised 06/27/85  
BP 1003 Revised 12/26/86; 09/24/92; 02/14/94; 03/25/08  
BP 1005.1 Adopted 08/28/80 Revised 06/27/85  
BP 1009 Revised 04/25/95; 03/25/08  
BP 1012 Revised 01/25/11