By-Laws of the Board of Trustees  
Osgood Public Library

**ARTICLE I.**  
Identification

Section 1.1 Name. The name of this board is the Board of Trustees of the Osgood Public Library, hereinafter referred to as “The Board.” The Osgood Public Library will be hereinafter referred to as “The Library.”

Section 1.2 Boundaries. The Library district consists of the townships of Center, Delaware, Franklin and Washington located in Ripley County, Indiana.

**ARTICLE II.**  
Authority and Purpose

Section 2.1 Authority and Purpose. The Board shall govern The Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of The Library.

**ARTICLE III.**  
Membership

Section 3.1 Status. The application, appointment, term, and removal of members of the board is in accordance with Indiana statute.

Section 3.2 Appointing Authorities. Members of the board will be appointed by the following appointing authorities:

- Jac-Cen-Del School Corporation (2 appointments)
- Milan School Corporation (1 appointment)
- Ripley County Commissioners (2 appointments)
- Ripley County Council (2 appointments)

Section 3.3 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 3.4 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.
Section 3.5 Vacancy. A vacancy shall be defined as that situation when a board member is absent for six consecutive board meetings for any cause, other than illness. Vacancies are also created by resignation or death or term. The appointing authority shall be notified by the Secretary of the board of the occurrence of such vacancy.

Section 3.6 Appointment of Vacancy. Appointments to fill vacancies shall be for the unexpired term.

ARTICLE IV. Officers

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

Section 4.2 Election of Officers. The Officers shall be chosen annually at the regular January Meeting to take office at the February 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 Duties of President. The President of the Board shall preside at all meetings, appoint all committees, enforce observance of the by-laws and policies and generally perform the duties of the presiding officer.

Section 4.4 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 4.5 Duties of Secretary. The Secretary will keep a true and accurate account of all proceedings of the board meeting, perform signatory duties and other such duties generally associated with the office.

Section 4.6 Duties of Treasurer. The Treasurer, who is bonded, 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.

Section 4.7 Officer Vacancy. If a vacancy should occur for the position of President, Vice-President, Secretary, or Treasurer, The Board will select a replacement within one Board Meeting of the occurrence of the vacancy.
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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, Building Committee, and Personnel Committee.

ARTICLE VI.
Meetings

Section 6.1 Regular Meetings. Regular meetings of The Board are scheduled on the fourth Tuesday of each month at 6:00 p.m in the Meeting Room at the Osgood Public Library. In the months of February, June, and November, the Board will meet at the Milan Branch Library. The President may change the date and time in order to ensure a quorum or to meet special situations. Public notice is given of every meeting of The Board.

Section 6.2 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.

Section 6.3 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 6.4 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 6.5 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 6.7 Rules of Order. The latest revision of Robert’s Rules of Order governs the conduct of all Board meetings.

ARTICLE VII

Ethics

Section 7.1 Conflict of Interest. Board members shall observe ethical standards with absolute truth, integrity and honor. Board members will not use the library for personal advantage or the personal advantage of friends and relatives and shall avoid situations in which 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 on The Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Section 7.2 Nepotism. The Library will not employ immediate family members of the Director or Board members. Immediate family shall include spouse, children, grandchildren, grandparents, parents, and siblings or other relatives living in the same household, as well as comparable stepfamily members and in-laws.

ARTICLE VIII.

Finance

Section 8.1 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 8.2 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 IX.

Personnel

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Section 9.1 Library Director. The Board shall select a librarian who holds the required certification or is working toward the required certification, to serve as the Director of The Library. The Director is appointed by, responsible to, and evaluated by The Board.

Section 9.2 Duties of Director. The Director is 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. The library director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library’s service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

Section 9.3 Attendance at Board Meetings. The Library Director shall attend all library board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Section 9.4 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 X
Library Counsel

Section 10.1 Library Counsel. The library board may engage legal counsel as needed for legal advice. The president of the library board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the board, and shall report the opinion to the board.

ARTICLE XI
Amendments

Section 11.1 Review. By-Laws will be reviewed a minimum of once every three years.

Section 11.2 Amendments. These By-Laws may be amended at any regular meeting of the library board with a quorum present, providing the amendment was stated in the agenda for the meeting.

Section 11.3 Reporting. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.