

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

As of January 1, 2017, public libraries in Indiana are required to follow the standards in [590 IAC 6](#) in order to be eligible for the receipt of state and federal funds. These standards require that public libraries report bylaws and long-range plans to the Indiana State Library and file these documents with the Indiana State Library. This template and its accompanying documents are designed to help public libraries in meeting the reporting requirements outlined in the standards.

Indiana State Library Templates

Public libraries are welcome to craft bylaws which do not make use of the provided template. In this case, it is recommended to use the included Checklist to ensure all requirements are met.

A template for library long-range plans is also available.

What's Inside

The template packet includes the following items:

- **Checklist**
Already have bylaws and need to check them against the standards? Use the checklist to make sure you've included all of the requirements.
- **Template**
A simple document that arranges content as outlined in the standards. Use the template if you need a format to use that's acceptable in reporting your bylaws to the Indiana State Library. Examples are included to help get you started.
- **Instructions**
Detailed instructions on how to complete the template. Use the instructions for help in completing the template document mentioned above.

Trustee Bylaws Template

The Indiana public library standards indicate that a public library's bylaws must contain specific statements addressing nepotism and conflicts of interest. Localities may dictate the need for other articles to be included. Bylaws must also be reviewed every three years, and amendments must be submitted with the library's annual report. This template is provided in order to give a basic structure to follow for those libraries that may need help in writing general bylaws for their board.

The instructions in Appendix A explain both the required elements and give details about suggested additional elements for the bylaws.

In addition to the title page, there are several Articles that the library should consider including in the bylaws. These are listed below. Note that some parts of the bylaws are required by standards, statute, or both.

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- **Article I. Identification (REQUIRED)**
Sets the name of the public library and the public library board and identifies the boundaries of the public library district
- **Article II. Authority and purpose (REQUIRED)**
Defines the authority and purpose of the public library board.
- **Article III. Personnel (REQUIRED)**
Outlines any specific methods by which personnel are governed.
- **Article IV. Conflicts of Interest (REQUIRED)**
Defines ethical standards and consequences. May be incorporated into another section, if not in its own.
- **Article V. Nepotism (REQUIRED)**
Defines the allowable familial relationship of employees and board members. May be incorporated into another section, if not in its own.
- **Article VI. Amendments (REQUIRED)**
Describes how the bylaws may be amended.
- **Article VII. Membership (SUGGESTED)**
Defines the membership of the public library board, and how the members are appointed. Although defined in state law (IC 36-12-2-7 through IC 36-12-2-21), you may want to consider addressing this in the bylaws.
- **Article VIII. Officers (SUGGESTED)**
Lists the required officers, method of election and term. Although certain aspects of this operational procedure are defined in state law (IC 36-12-2-22 through IC 36-12-2-23), you may want to consider including specific rules in the bylaws.
- **Article IX. Meetings (SUGGESTED)**
Sets forth the specifics of when the library board meets. Although defined in state law (IC 36-12-2-22 through IC 36-12-2-23), you may want to consider including this information in the bylaws.
- **Article X. Committees (SUGGESTED)**
Creates subcommittees to assist the board.
- **Article XI. Indemnification of Board Members (SUGGESTED)**
Indicates by what means, if any, board members are indemnified.
- **Article XII. Policies, Plans, Rules, and Regulations (SUGGESTED)**
Provides details on how library policies, plans, rules, and regulations are created and managed.
- **Article XIII. Review of bylaws (SUGGESTED)**
Review required every three (3) years by 590 IAC 6-1-5(f)(2).

Other sections may be added as required to address unique local circumstances or to elaborate on a library's efforts to provide structure to the board of trustees.

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The following conventions are used throughout the template:

Text Style	Definition
Plain	This text is optional.
<i>Italics</i>	This text is suggested.
Bold	This text is required by standards, statute, or both.
[BRACKETED]	This is text to be filled in by the user.
<u>Underlined</u>	This text is informational or provides instructions.

TRUSTEE BYLAWS CHECKLIST

for Indiana Public Library Standards

In order to be in compliance with Indiana Public Library standards (590 IAC 6-1-5(f)), use the checklist below to ensure that the following elements are included in your submission to the Indiana State Library.

This template covers only what is required by the public library standards. You may need to consult other resources, such as Indiana state library laws, for further information. See the Library Development Office website for a list: <http://www.in.gov/library/ldoresources.htm>

Do the bylaws include:	Yes
Procedures regarding the library's	
Purpose?	<input type="checkbox"/>
Operations	<input type="checkbox"/>
Specific rules governing:	
Nepotism?	<input type="checkbox"/>
Conflict of interest?	<input type="checkbox"/>

In addition to the standards mentioned above, a library's bylaws must:

- Be submitted to the Indiana state library within 60 days of adoption,
- Be reviewed by the board of trustees every 3 years, and
- Include any amendments for a given year with the library's annual report.

Please contact the Library Development Office at (800) 451-6028, or ldo@library.in.gov with any questions.

Indiana Public Library Bylaws Template

Article I. Identification

Section 1. The name of this Board is the “Board of Trustees of the [LIBRARY NAME] Public Library”, hereinafter referred to as “the Board.” The [LIBRARY NAME] Public Library will be hereinafter referred to as “the Library”.

Section 2. Geographical boundaries of the Library and taxed library district include the [describe boundaries].

Article II. Authority and Purpose

Section 1. The Board shall govern the Library, a municipal corporation and Class [#] 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.

Section 2. Members of the Board (Trustees) shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.

Section 3. Necessary travel and/or meal 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.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the 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 III. Personnel

Section 1. The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely 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, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)

Section 2. The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

Section 3. The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the

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administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.

Section 4. The director shall attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Article IV. Conflicts of Interest

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.

Section 2. Board members shall promote a high level of service while observing ethical standards.

Section 3. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Section 4. Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section 5. Board members will declare any conflict of interest between their personal life and their position on 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 or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

Section 6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Article V. Nepotism

Section 1. The Library will not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board.

OR

Section 1. The Library will always hire employees based on their experience, skills and merit. If a family member of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels.

Section 2. No immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other.

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Article VI. Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by majority vote of the members.

Section 2. Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.

Section 3. Amendments may be proposed by any member of the Board

Section 4. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII. Membership

Section 2. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County executive
Trustee 2 IC 36-12-2-9(2)	County fiscal body
Trustee 3 IC 36-12-2-9(3)	School board
Trustee 4 IC 36-12-2-9(3)	School board
Trustee 5 IC 36-12-2-9(3)	School board
Trustee 6 IC 36-12-2-9(4) (IC 36-12-2-10(1), 11(b1), 12(1), 13(1), or 14(1))	See Instructions
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	See Instructions

See the instructions for details, including for districts which are constructed differently. Insert the appropriate text in the bylaws that applies to your library district.

Article VIII. Officers

Section 1. Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23.

Section 2. The officers shall be elected by ballot at the [MONTH] meeting for a term on one year, per IC 36-12-2-23.

Section 3. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

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Section 4. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

Section 5. The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.

Section 6. The President shall preside at Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, and oversees that the board sign the Accounts Payable Voucher according to the State Board of Accounts accounting requirements for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board. [See [IC 36-12-2-23](#) for more information. Election and duties of the treasurer are detailed in [IC 36-12-2-22](#).] *[Modify this as appropriate for your library as meeting State Board of Accounts requirements on page 4-14 of State Board of Accounts Accounting Manual.]*

Sec. 7. The Vice-President shall perform the duties of the President in the absence of the latter.

Sec. 8. The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Library Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who will take an active part in the work.

Section 9. In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall sign all warrants approved by the Board; will be responsible for and keep one key to the lock box at [BANK NAME], and the second key shall be kept in the Library safe.

Article IX. Meetings

Section 1. The Board shall meet monthly. The Board shall set the meeting days for the year at the first annual meeting. The [MONTH] meeting shall be the annual meeting, per IC 36-12-2-23.

Section 2. The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.

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Section 3. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 4. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

Section 5. A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on a library's board.

Section 6. Order of business shall be:

Call to order	Reading and approval of minutes
Reading and approval of financial report	Approval of bills
Report of the librarian	Committee reports
Communications	Unfinished business
New business	Public input (optional)
Adjournment	

Section 7. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

Article X. Committees

Section 1. Standing committees will be appointed by the President, with the approval of the Board, at the first meeting following the annual meeting, and will serve for one year. They may include but are not limited to:

[COMMITTEE NAMES]

Section 2. Special committees for the study of special problems may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed at a regular library Board meeting.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Section 4. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

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Article XI.

Indemnification of Board Members

See the instructions for details about indemnifying members of the Board.

Article XII.

Policies, Plans, Rules, and Regulations

Section 1. In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-5(e) and 590 IAC 6-1-5(j).

Section 2. All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as “The Policies, Plans, Rules, and Regulations of the [LIBRARY NAME] Public Library.”

Article XIII.

Review of Bylaws

Section 1. *The bylaws will be reviewed at the [MONTH} meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.*

APPENDIX A INSTRUCTIONS

Indiana Public Library Bylaws Template

These instructions provide the basic information you need to complete the sample bylaws which follows. Most public libraries in Indiana are “Class 1” in the context of Indiana public library laws. Except where indicated, it is assumed that the template is being used by the board of a Class 1 public library. For the legal definitions of Class 1 and Class 2, see [IC 36-12-1-9](#) for more information.

Several resources are mentioned in which laws governing public libraries are addressed. In order to effectively govern the library and write bylaws, a familiarity with them will be helpful. Indiana Code and Indiana Administrative Code may be located from the Indiana Legislative webpage available at <http://www.in.gov/legislative>, or use the links below to access a specific resource.

Resource (in order of appearance)	Citation/Location
Public Library Laws	IC 36-12
Indiana Open Door Law	IC 5-14-1.5
Local Boards of Finance	IC 5-13-7-5
IN the Public Trust (Trustee manual)	https://www.in.gov/library/InPubTrust/
Public Library Standards (effective Jan. 1, 2017)	590 IAC 6
Accounting and Uniform Compliance Guidelines Manual for Libraries	https://www.in.gov/sboa/political-subdivisions/libraries/

ARTICLE I - IDENTIFICATION

This article sets the name of the public library and the public library board. It also identifies the boundaries of the public library district.

Fill In	Instructions
[LIBRARY NAME]	Insert the library’s name where indicated.
[describe boundaries]	Describe the geographical and/or corporate boundaries of the library district.

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ARTICLE II - AUTHORITY AND PURPOSE

This article defines the authority and purpose of the public library board. Sections 1 and 2 are required. Include other sections which pertain to actions which the Board may take in certain situations. Some examples are provided in the template.

<u>Fill In</u>	<u>Instructions</u>
[#]	Enter 1 or 2 for the public library's class.

ARTICLE III - PERSONNEL

This article outlines any specific methods by which personnel are governed. Public library law (IC 36-12-2-24(a)) requires that the board hire a director. Public library standards expand upon this with certification and other requirements (590 IAC 6-1-5(n)) for the director. Include any local practices in this article, if applicable.

ARTICLE IV - CONFLICTS OF INTEREST

The inclusion of a statement on conflicts of interest is required by public library standards (590 IAC 6-1-5(f)). It need not be a separate article if included elsewhere in the bylaws. The template contains suggested language for these sections.

Part N (Board Member Ethics) of *IN the Public Trust* (<http://www.in.gov/library/InPubTrust.htm>) also has a suggested code of ethics which library boards may choose to adopt.

Additionally, Conflict of Interest Disclosures should be submitted through the Indiana Gateway for Government Units at https://gateway.ifionline.org/sboa_coi/

ARTICLE V - NEPOTISM

The inclusion of a statement on nepotism is required by public library standards (590 IAC 6-1-5(f)). It need not be a separate article if included elsewhere in the bylaws. The template contains suggested language for these sections.

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ARTICLE VI AMENDMENTS

This article describes how the bylaws may be amended. Suggested text appears in the template.

ARTICLE VII - MEMBERSHIP

This article defines the membership of the public library board, and how the members are appointed. Specific laws govern these appointments, starting with [IC 36-12-2-9](#) for Class 1 libraries. Use the following table to determine which of the other appointment laws may fit with your library district.

Note that Class 2 public libraries use a different set of laws for board appointments. Consult the table below for more information.

Please review the actual Indiana Code for specific details and utilize a local legal consultant for interpretation.

IC Citation	Description
36-12-2-10	<p>Library board serving district located in more than one county and more than one municipality</p> <p>This section applies to the appointment of members to the library board of a public library serving a library district that is located in more than one (1) county and is not entirely located within the boundaries of one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed jointly by the executive of the respective counties.</p> <p>(2) One (1) member appointed jointly by the fiscal bodies of the respective counties.</p>
36-12-2-11	<p>Library board serving district created in one county</p> <p>Sec. 11. (a) This section applies to the appointment of members to the library board of a public library serving a library district that is located in one (1) county and:</p> <p>(1) has been established by a county or merged into a county public library;</p> <p>(2) results from the merger of a public library into a county public library under IC 36-12-4;</p> <p>(3) is located in part or all of two (2) or more townships and is not entirely located within the boundaries of one (1) municipality; or</p> <p>(4) is located in part or all of two (2) or more municipalities.</p> <p>(b) Subject to subsection (c), in a public library described in subsection (a), the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:</p> <p>(1) One (1) member appointed by the executive of the county in which the library district is located.</p> <p>(2) One (1) member appointed by the fiscal body of the county in which the library district is located.</p> <p>(c) This subsection applies to a county containing only two (2) Class 1 public libraries</p>

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IC Citation	Description
	and having a population of more than one hundred thirty thousand (130,000) but less than one hundred forty-five thousand (145,000), or more than one hundred forty-eight thousand (148,000) but less than one hundred seventy thousand (170,000). In a public library that is the result of a merger occurring after December 31, 1979, between a public library and a county contractual public library, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows: (1) One (1) member appointed by the executive of the municipality in which the principal administrative offices of the public library are located. (2) One (1) member appointed by the legislative body of the municipality in which the principal administrative offices of the public library are located.
36-12-2-12	Library board serving district located in unincorporated areas of township Sec. 12. This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located in the unincorporated areas of the township. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows: (1) One (1) member appointed by the executive of the township in which the library district is located. (2) One (1) member appointed by the legislative body of the township in which the library district is located.
36-12-2-13	Library board serving district located in one township This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located in one (1) township and includes part or all of only one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows: (1) One (1) member appointed by the legislative body of the township in which the library district is located. (2) One (1) member appointed by the legislative body of the municipality in which the library district is located.
36-12-2-14	Library board serving district located in one municipality This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located within the boundaries of one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows: (1) One (1) member appointed by the executive of the municipality in which the library district is located. (2) One (1) member appointed by the legislative body of the municipality in which the library district is located.
36-12-2-15 (1 library)	Library board serving district in certain counties ((1) located in a county having a population of more than fifty-five thousand (55,000) but less than sixty-five thousand (65,000); and (2) containing all or part of the territory of each school

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IC Citation	Description
	<p>corporation in the county.</p> <p>(1) One (1) member appointed by the executive of the county in which the library district is located and who is not a member of the county executive.</p> <p>(2) One (1) member appointed by the fiscal body of the county in which the library district is located and who is not a member of the county fiscal body.</p> <p>(3) One (1) member appointed by the legislative body of the most populous city in the library district and who is not a member of the city legislative body.</p> <p>(4) One (1) member appointed by the school board of each school corporation having territory in the library district and who is not a member of a governing body of a school corporation.</p>
36-12-2-16	<p>Library board serving district located partly or fully within consolidated city within one county (Indianapolis is the only consolidated city in Indiana)</p> <p>(a) This section applies to the appointment of members to a library board of a public library serving a library district that is:</p> <p>(1) partly or fully within the boundaries of a consolidated city; and</p> <p>(2) fully within the boundaries of one (1) county.</p> <p>(b) Seven (7) members of a library board shall be appointed in the following order as the terms of previously appointed members expire:</p> <p>(1) One (1) member appointed by the board of county commissioners of the county in which the library district is located.</p> <p>(2) One (1) member appointed by the fiscal body of the county in which the library district is located.</p> <p>(3) One (1) member appointed by the board of county commissioners of the county in which the library district is located.</p> <p>(4) Two (2) members appointed by the school board of the school corporation in which the principal administrative offices of the public library are located.</p> <p>(5) One (1) member appointed by the board of county commissioners of the county in which the library district is located.</p> <p>(6) One (1) member appointed by the fiscal body of the county</p>
36-12-2-17 (4 libraries)	<p>Additional members of county contractual library board</p> <p>The four (4) additional members of a county contractual library board required by IC 36-12-6-2 shall be appointed as follows:</p> <p>(1) Two (2) members appointed by the executive of the county in which the county contractual library district is located.</p> <p>(2) Two (2) members appointed by the county superintendent of schools, or if there is no county superintendent of schools, by the county auditor of the county in which the library district is located.</p>
36-12-7-4	<p>(Class 2 only) Board of 1901 city or town library</p> <p>(a) The library board of any public library established as a 1901 city or town library consists of qualified and experienced individuals at least eighteen (18) years of age who have been residents of the municipality where the library is located for at least</p>

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IC Citation	Description
	two (2) years immediately preceding the appointment of the individual. The members shall be appointed for two (2) year terms as follows: (1) The board of commissioners of the county where the library is located shall appoint one (1) member. (2) The fiscal body of the county where the library is located shall appoint one (1) member. (3) The municipal executive shall appoint one (1) member. (4) The municipal legislative body shall appoint one (1) member. (5) The school board of the school corporation where the library is located shall appoint three (3) members, who may be members of the school board
36-12-7-6	(Class 2 only) 1852 subscription libraries (b) The shareholders of the 1852 subscription library are the inhabitants of the municipality who have subscribed money for the establishment of the library. The shareholders shall annually elect seven (7) directors
36-12-7-7 (2 libraries)	(Class 2 only) Board of 1899 township library (a) The library board of a library established as an 1899 township library consists of the school township trustee in the township where the library is located and two (2) residents of the township who are appointed by the board of commissioners of the county where the library is located.
36-12-7-8	(Class 2 only) Certain libraries established by private donation (located in a city having a population of more than one hundred twenty thousand (120,000) but less than one hundred fifty thousand (150,000) Trustees of the library board and an appointee of the county fiscal body

ARTICLE VIII - OFFICERS

This article identifies which offices will be filled by members of the board. Certain offices are required by law: president, vice president, secretary, and treasurer. Other offices are allowed and may be selected by the board. Include mention of any such additional officers in this article in a separate section. See [IC 36-12-2-23](#) for more information. Election and duties of the treasurer are detailed in [IC 36-12-2-22](#).

Elections of officers (including the treasurer) are to be held annually. The board may determine the method of election. The method should be specified in the bylaws. Include sections that address any vacancies or removal of members which may occur.

Duties of officers may be outlined specifically in addition to what is stated in the Indiana Code. See the template for examples.

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<u>Fill In</u>	<u>Instructions</u>
[MONTH]	Enter the month during which the election will take place.
[BANK NAME]	Enter the name of the bank in which the Library keeps a lock box, if applicable.

ARTICLE IX - MEETINGS

This article sets forth the specifics of when the library board meets. The board is required to meet at least monthly and may meet any other time it is deemed necessary. Board regular and special meetings and executive sessions of the board are governed by Indiana’s Open Door Law ([IC 5-14-1.5](#)).

Include the regular meeting time and day of the board meeting in this article. Identify the annual meeting of the library board, during which officers are elected.

[IC 5-13-7-5](#) et seq. specifies when the library’s financial board meets, as well as its membership. Include this information in the library’s bylaws. Include any local rules the board wishes in the same section.

Indiana Code provides for which members may call meetings, how many members are necessary to conduct business, and what notice of meetings must be given. Include sections outlining these items in the bylaws.

This article may include a section which prescribes an optional order of business.

Parliamentary procedure should govern the board meeting. *Robert’s Rules of Order* (www.robertsrules.com) is a popular resource. Include a section outlining which procedures will be used in the bylaws.

<u>Fill In</u>	<u>Instructions</u>
[#]	Enter the number of the day the library board will meet.
[DAY]	Enter the name of the day of the week on which the library board will meet.
[HOUR] [TOD]	Enter the hour and time of day (a.m. or p.m.) at which the library board will meet.

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[LOCATION]	Enter the location of the board meeting.
[MONTH]	Enter the month of the library board’s annual meeting.

ARTICLE X - COMMITTEES

This article outlines the rules for creating committees of the library board. The authority of a committee is defined in [IC 5-14-1.5-2\(b\)\(3\)](#) and is part of Indiana’s Open Door Law (see the instructions for Article IX, above). More information on library board committees can be found in Part L of the library trustee manual, *IN the Public Trust*, available online at <http://www.in.gov/library/InPubTrust.htm>.

It is important to clearly define standing committees; the library’s bylaws are an appropriate place to do this. *Ad hoc* committees may also be formed at the discretion of the board, according to the rules delineated in the bylaws.

Identify how committees will be formed, how their members will be chosen, and how long their members will serve. Specify how committees will communicate with the board and how frequently those communications will occur.

The board may choose to invite citizens to participate in committees. Outline how these invitations shall be made, and to which standing committees citizens should belong.

<u>Fill In</u>	<u>Instructions</u>
[COMMITTEE NAMES]	Enter the names for the library board’s standing committees. Examples of standing committees include, but are not limited to the following: Budget, Building/Maintenance, Personnel, Library Programs, Outreach.

ARTICLE XI - INDEMNIFICATION OF BOARD MEMBERS

Language regarding the indemnification of board members should be included in this article. Please note that specific sections are not included, as each library must determine what insurance is appropriate for their board members.

Part M (Managing Liability as a Board Member) of *IN the Public Trust* (<http://www.in.gov/library/InPubTrust.htm>) provides information related to liability concerns for library board members.

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ARTICLE XII - POLICIES, PLANS, RULES, AND REGULATIONS

This article should be a statement of compliance indicating that the library adheres to applicable federal, state, and local laws. These include, but are not limited to the following:

- Americans with Disabilities Act,
- Federal employment law,
- Indiana laws governing municipal corporations,
- Indiana library law ([IC 36-12](#)),
- Indiana public library standards ([590 IAC 6](#)),
- Indiana public librarian certification ([590 IAC 5](#)),
- Indiana Library and History Department law ([IC 4-23-7](#)), and
- Any building or health and safety codes for your locality.

The library board is also responsible for writing and adopting public library policies which include but are not limited to collection development, principles of access, and employment. In addition, the library's long-range plan must also be adopted by the board according to the schedules in the public library standards (590 IAC 6-1-5(j)).

Guidelines for policy review, planning schedules, and so forth should be identified in the bylaws.

<u>Fill In</u>	<u>Instructions</u>
[LIBRARY NAME]	Insert the library's name where indicated.

ARTICLE XIII REVIEW OF BYLAWS

This article is optional. However, a review of the board's bylaws is required by public library standards at least every three (3) years (590 IAC 6-1-5(f)(2)).