

**2 ORGANIZATION**  
**2.3 Board of Trustees**  
**2.3.2 Bylaws (continued)**

for the 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.

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

Article VII: Policies, Plans, Rules, and Regulations

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 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h).
2. The director shall maintain a written compilation of approved Board policies for the information and guidance of all employees and the public.

Article VIII: Conflicts of Interest

1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.
2. Board members shall promote a high level of service while observing ethical standards.
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.
4. Board members will not use the Library for personal advantage or the personal advantage of friends or relatives.
5. 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 immediately from voting whenever the appearance of a conflict of interest exists.
6. Each Board member shall complete annually the Uniform Conflict of Interest Disclosure Form.

Article IX: Indemnification of Board Members

1. The indemnification of Board members shall be in accordance with Section M of *In the Public Trust*.

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Article X: Nepotism

1. The Library shall 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 shall apply through standard channels.
2. No immediate family member of a current staff member will be considered for a position wherein one member has supervisory duties over the other.

Article XI: Review, Changes and Amendments to Bylaws

1. These Bylaws may be amended by unanimous vote of all seven (7) members of the Board or by a majority vote at any regular meeting of the Board provided the members are notified 14 days prior to the meeting.
2. Any provisions of the Bylaws may be suspended by a majority vote of all the members of the Board, provided such action is not in conflict with applicable statutes.
3. All new and additional Bylaws, and all amendments to the Bylaws, shall be by written resolution, stating the full text and indicating specifically affected sections of the Bylaws.
4. The bylaws shall be reviewed every three (3) years.

Revised September 2007  
Revised July 2011  
Revised May 2015  
Revised February 2018