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Brazil PUBLIC
LIBRARY

By-Laws of the Board of Trustees of the Brazil Public Library

Adopted by the Brazil Public Library Board of Trustees
on the November 19, 2025.

Article I. Identification

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

Defines the authority and purpose of the public library board.

Article III. Personnel

Outlines any specific methods by which personnel are governed.

Article IV. Conflicts of Interest

Defines ethical standards and consequences.

Article V. Nepotism

Defines the allowable familial relationship of employees and board members.

Article VI. Amendments

Describes how the bylaws may be amended.

Article VII. Membership

Defines the membership of the public library board, and how the members are appointed.

Article VIII. Officers

Lists the required officers, method of election and term.

Article IX. Meetings

Sets forth the specifics of when the library board meets.

Article X. Committees

Subcommittees to assist the board.

Article XI. Policies, Plans, Rules, and Regulations

Provides details on how library policies, plans, rules, and regulations are created and managed.

Article I. Identification

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

Section 2. The Brazil Public Library and taxed library district serves the residents of Brazil City and Brazil Township. The Library is supported by tax levies in these two units.

Article II. Authority and Purpose

Section 1. 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.

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 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 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.

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:

Trustee 1: Clay County Commissioners

Trustee 2: Clay County Council

Trustee 3: Brazil Township Trustee

Trustee 4: Brazil Common Council

Trustee 5: Clay Community Schools

Trustee 6: Clay Community Schools

Trustee 7: Clay Community Schools

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 November meeting for a term of 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.

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.

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 First Financial Bank, 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 January meeting shall be the annual meeting, per IC 36-12-2-23.

Section 2. The full Board and its officers constitute 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.

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
- Staff, Public and Board Comments
- Reading and approval of board minutes
- Business Manager & Treasurer's Report
- Librarian's Report
- Committee Reports
- New Business
- Unfinished Business
- Other Business
- 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.

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

Article XI. 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).