

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, September 9, 2015
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. Review of Policies – Marilyn Wood (page 1-2)
 - a. Bylaws of Monroe County Public Library Board (page 3-25)
 - b. Customer Service Policy (page 26-29)
 - c. Gift Policy (page 30-34)
 - d. Personnel Manual 5:13: Travel Policy (page 35-37)
3. Public Comment
4. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>

Schedule of Adoption, Revision and Review of Board Approved Library Policies

Policy and Plans Required by Law	Latest revision or review	Review Requirements	Next review date
Annual Budget	October 2014	annual	October 2015
Annual Classification of Employees Schedules of Salaries	December 2014	annual	December 2015
Collection Development Policy*	February 2013		
Disaster Recovery Plan for Computer Systems	TBD 2015		
Fines & Fees (Fee Schedule)*	December 2014	annual	December 2015
Internet Acceptable Use Policy (Internet and Computer Use Policy)*	January 2015	annual	January 2016
Investment Policy (Finance and Investment)*	January 2015	annual	January 2016
Library Board By-laws (Bylaws of Monroe County Public Library Board)*	September 2012	Every three years	Fall 2015
Long Range Plan (Strategic Plan)	December 2012	Three-five years	December 2017
Personnel policy and procedures (including among other things, Moving and Interview Expense Policy, and Travel Policy)	Various		
Policy Principles of Access (Checkout Policy)*	December 2014		
Records Exempted from Disclosure (Access to Public Records)*	July 1997		
Technology Plan	December 2012	Every three years	December 2015

Policies and Plans Approved by the Board and Updated Periodically for Operational or Labor/Management needs	Latest Approval	Review Requirement	Next Review Date
Holiday & Closing Schedule	December 2014	annual	December 2015
Management Labor Agreement	August 2013	Three Years	August 2016
Personnel: Pay Schedule (dates)	December 2014	annual	December 2015
Employee Insurance Package	November 2014	annual	November 2015

Schedule of Adoption, Revision and Review of Board Approved Library Policies

Other Policies and Plans Adopted by the Board*	Adoption or Latest Revision Date
Americans with Disabilities Act Notice	February 2014
Art Exhibit and Display Policy	June 2007
Behavioral Rules	January 2012
Compensation Philosophy	June 2009
Customer Service Policy	October 2006
Customer Service Philosophy for staff**	October 2006
Gift Policy	June 2003
Grievance Procedure under the Americans w/ Disabilities Act	February 2014
Meeting Room Policy	November 2011
Photography, Videotaping, & use of other recording devices	March 2008
Privacy Policy regarding Web and Email Communications	April 2012
Programming Mission and Guidelines	February 2014
Prohibition of firearms at Public Meetings Policy	June 2011
Social Media Policy	March 2011
Study Room Policy	January 2015

* Documents available at: <http://mcpl.info/geninfo/board-policies>

**Internal document posted on Lint

Requirements for adoption and review taken from: <http://www.in.gov/library/NewDirector.htm>

Indiana State Library New Director's Information 2014 version

This document indicates Indiana Code and other resources for laws and guidelines

schedule last updated: September 2, 2015

Review of Bylaws of Monroe County Public Library Board

Indiana Public libraries are required to follow the standards in 590 IAC 6 to receive state and federal funding. These standards require, among other things, the Library to have written bylaws which are submitted to the Indiana State Library. The bylaws must contain specific rules governing conflicts of interest issues and nepotism. Individual libraries may choose to add additional articles.

The State Library provides a template as a sample format but its use is not required. The template is attached for your review.

Standards require that bylaws must be reviewed every three years, with any amendments submitted with the Library's annual report. The Bylaws of Monroe County Public Library Board were **last reviewed in September 2012**.

The current bylaws are below. All statements required for inclusion are in the current document. The major difference noted of information included in the template but not in the current policy appears to be the inclusion of specific Indiana Codes, and information about the Open Door Law of Indiana.

Current Policy for review 9/16/15
Bylaws of Monroe County Public Library Board

ARTICLE I
AUTHORITY

The activities of the Monroe County Public Library Board shall be governed by the 1947 Indiana Library Law (IC 36-12) as amended and these Bylaws. In the event of conflict between the provisions of any Indiana Laws and these Bylaws, the former shall apply and be followed by the Board.

ARTICLE II
MEMBERSHIP

The Monroe County Public Library Board shall consist of seven (7) members chosen in accordance with the provisions of 1947 Library Law as amended for their fitness for public library trusteeships.

ARTICLE III
OFFICERS

SECTION 1. The officers shall consist of a president, vice-president, secretary and a treasurer.

SECTION 2. The officers shall be elected at a February meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

SECTION 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

ARTICLE IV
MEETINGS

SECTION 1. The library board shall meet at least once a month at a regularly scheduled meeting at the Monroe County Public Library.

SECTION 2. 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. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to the public, the media, and each member of the board at least forty-eight (48) hours in advance of such meeting.

SECTION 3. A quorum for transaction of business shall consist of a simple majority.

SECTION 4. Order of business shall be:

- Call to order
- Approval of minutes
- Approval of bills
- Personnel report
- Report of the director
- Old business

- New business
- Public comment
- Adjournment

SECTION 5. *Sturgis Standard Code of Parliamentary Procedure*, last revised edition, shall govern the parliamentary procedure of the board.

ARTICLE V COMMITTEES

Special committees for carrying out projects passed by the board, and for study and investigation of proposed projects, may be appointed by the president as occasion demands, such committees to serve until completion of the work for which they were appointed.

ARTICLE VI LIBRARIAN

SECTION 1. The Director shall be appointed by the Board in accordance with the Certification Law of Indiana.

SECTION 2. The Director shall be considered the chief executive officer of the Board and shall have responsibility for the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings 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. The Director shall attend all Board meetings, except those at which his/her appointment, salary, or performance is to be discussed and decided.

SECTION 3. Appointments on the staff shall be recommended by the Director and approved by the Board. All appointments shall conform to the Indiana Library Certification Board Rules and existing personnel policies which have been approved by this Board.

ARTICLE VII NEPOTISM

It shall be the policy of the Board not to employ any close relative of any member of the Board or the Director.

ARTICLE VIII CONFLICT OF INTEREST

SECTION 1. Board members, in the capacity of trust imposed upon them, shall observe high ethical standards and abide by the library's Values as adopted by the Board.

SECTION 2. 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 3. Board members shall complete the Uniform Conflict of Interest Disclosure Form annually and declare any conflict of interest between their personal or business interests and their position on the Board. Board members will recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

**ARTICLE IX
AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Library Board with a quorum present, by a majority vote of the members present, providing the Amendment was either read at the last previous regular meeting or was stated in the call for the meeting.

Revised February 22, 1980; January 20, 2010; and September 19, 2012

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

As of January 1, 2011, 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, long-range, and technology 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.

Templates for library long-range and technology plans are 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.

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

- **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 6-1-4(g).

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.

INTRODUCTION

Indiana Public Library Trustee Bylaws Template

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 6-1-4(g)), 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 Edie Huffman at (317) 232-3681 or (800) 451-6028, or ehuffman@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

Indiana Public Library Bylaws Template

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.

Indiana Public Library Bylaws Template

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.

Indiana Public Library Bylaws Template

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, sign all warrants on the Treasurer 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 [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.

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)

Indiana Public Library Bylaws Template

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.

Article XI. Indemnification of Board Members

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

Indiana Public Library Bylaws Template

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 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h) .

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)	http://www.in.gov/library/3274.htm
Public Library Standards (effective Jan. 1, 2011)	590 IAC 6
Accounting and Uniform Compliance Guidelines Manual for Libraries	http://www.in.gov/sboa/2802.htm

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.

APPENDIX A

Indiana Public Library Bylaws Template

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.

Fill In	Instructions
[#]	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 6-1-4(b)) 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 6-1-4(g)). 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/3274.htm>) also has a suggested code of ethics which library boards may choose to adopt.

Additionally, the Uniform Conflict of Interest Disclosure Statement (Form 236), which is required to be completed for long-term conflicts of interest, is found in the *Accounting and Uniform Compliance Guidelines Manual for Libraries* (<http://www.in.gov/sboa/2802.htm>), published by the Indiana State Board of Accounts.

ARTICLE V - NEPOTISM

The inclusion of a statement on nepotism is required by public library standards (590 IAC 6-1-4(g)). It need not be a separate article if included elsewhere in the bylaws. The template contains suggested language for these sections.

APPENDIX A

Indiana Public Library Bylaws Template

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>

APPENDIX A

Indiana Public Library Bylaws Template

IC Citation	Description
	<p>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:</p> <p>(1) One (1) member appointed by the executive of the municipality in which the principal administrative offices of the public library are located.</p> <p>(2) One (1) member appointed by the legislative body of the municipality in which the principal administrative offices of the public library are located.</p>
36-12-2-12	<p>Library board serving district located in unincorporated areas of township</p> <p>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:</p> <p>(1) One (1) member appointed by the executive of the township in which the library district is located.</p> <p>(2) One (1) member appointed by the legislative body of the township in which the library district is located.</p>
36-12-2-13	<p>Library board serving district located in one township</p> <p>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:</p> <p>(1) One (1) member appointed by the legislative body of the township in which the library district is located.</p> <p>(2) One (1) member appointed by the legislative body of the municipality in which the library district is located.</p>
36-12-2-14	<p>Library board serving district located in 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 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 by the executive of the municipality in which the library district is located.</p> <p>(2) One (1) member appointed by the legislative body of the municipality in which the library district is located.</p>
36-12-2-15 (1 library)	<p>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 corporation in the county.</p>

APPENDIX A

Indiana Public Library Bylaws Template

IC Citation	Description
	<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 two (2) years immediately preceding the appointment of the individual. The members</p>

APPENDIX A

Indiana Public Library Bylaws Template

IC Citation	Description
	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.

APPENDIX A

Indiana Public Library Bylaws Template

Fill In	Instructions
[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.

Fill In	Instructions
[#]	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.

APPENDIX A

Indiana Public Library Bylaws Template

[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/3274.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.

Fill In	Instructions
[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/3274.htm>) provides information related to liability concerns for library board members.

APPENDIX A

Indiana Public Library Bylaws Template

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 and technology plan must also be adopted by the board according to the schedules in the public library standards (590 IAC 6-1-4(h)).

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

Fill In	Instructions
[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 6-1-4(g)).

Customer Service Policy

On October 18, 2006, the Board approved a public Customer Service Policy which is posted on the Library's website.

The public policy statement has been reviewed by the Leadership Team and the Library would like to reaffirm it at this time.

Current policy for review and proposed reaffirmation 9/16/15 **Customer Service Policy**

Monroe County Public Library is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all.

Our customer service philosophy:

- We care about all of our customers and seek to give each one attentive service.
- Our customers are entitled to efficient service from knowledgeable, motivated, and well-trained staff members.
- We listen to our customers and respond to their suggestions and concerns.
- We seek out innovative approaches to serve our customers in the best ways possible.
- We act responsibly to fulfill our mission of fair and equitable access to information and our commitment to the best stewardship possible of library resources.

Adopted by the MCPL [Board of Trustees](#) October 18, 2006, proposed for reaffirmation 9/16/2015.

As part of the Customer Service Policy, the Board also approved (in 2006) the Expanded Customer Service Philosophy for Staff (see below). This is an internal document only and was once used for training. The Library is proposing to remove the Expanded Customer Service Philosophy for Staff from the Customer Service Policy, retaining the **public** policy only.

With the new service model in place, we are focusing on customers at the center and our training documentation has changed. The Expanded Customer Service Philosophy for Staff has been replaced with a revised training document. The new document, Customers at the Center – the MCPL Customer Service Training Philosophy is included in the packet for your information.

Current Policy proposed to be removed 9/16/15

Expanded Customer Service Philosophy for Staff

As library staff, we recognize that every aspect of our jobs impacts our customers, both external and internal. Internal customer service is what we provide fellow employees and other departments within our own organization. Superior internal customer service is the foundation for exceptional external customer service.

Our customer service philosophy:

We care about all of our customers and seek to give each one attentive service.

- *Serving customers well is our first priority.*
- *We seek out ways to better serve the underserved and those with special needs.*

Our customers are entitled to efficient service from knowledgeable, motivated, and well-trained staff members.

- *We value continuous training and the highest professionalism.*
- *We encourage each other and do our part to maintain a positive work environment.*

We listen to our customers and respond to their suggestions and concerns.

- *We build into our processes a variety of ways to find out what our customers want and need.*
- *We evaluate outcomes as well as outputs.*

We seek out innovative approaches to serve our customers--external and internal--in the best ways possible.

- *Every person can make a difference. We need everyone's ideas, and each person's ideas are valued.*
- *We take advantage of our committee assignments, conferences, continuing education, and other opportunities to interact with colleagues and exchange ideas.*

All staff members are important in achieving quality customer service.

- *We treat each other with respect.*
- *We value teamwork within and among departments.*
- *We encourage differing points of view, creativity, and risk-taking.*

We act responsibly to fulfill our mission of fair and equitable access to information and our commitment to the best stewardship possible of library resources.

- *We strive to make decisions with input from those most likely to be affected, both externally and internally.*
- *We regularly review and evaluate our policies and procedures with our customers in mind.*

Approved by MCPL Board of Trustees

October 18, 2006, **proposal to remove this as part of the Customer Service Policy as of 9/16/2015**

Revised Training Document

Customers at the Center – the MCPL Customer Service Training Philosophy

- Proactive: meet customers at their point of need
- Convenient: save the time of the customer
- Engaged: listen, focus on the needs of the customer

Services Reflect Best Practices:

- Professional: services are grounded in American Library Association guidelines and standards
- Precise: provide verified information and sources, reliable recommendations and referrals
- Persistent: be thorough in resolving customer needs, always

Model Civility and Create a Welcoming Environment:

- Friendly: be courteous and polite, smile, greet customers when they are nearby
- Neutral: treat customers and situations impartially and respectfully
- Patient: accept all transactions and customers as they are

Employee Values:

- Cooperation: collaborate to create excellent customer experiences
- Responsibility: use good judgment and make sound decisions
- Flexibility: make exceptions as needed, find ways to create agreement

<http://www.ala.org/tools/guidelines/standardsguidelines>

Gift Policy

The current gift policy has been in place since 2003. At that time, the MCPL Foundation's efforts in fund raising were less strategic than they are now. Today, the Foundation plays a key role in obtaining gifts and nurturing relationships with donors to the library. They are well equipped to deal with restricted accounts, endowments, and funds with donor specifications. Dealing with these restricted or memorial funds create excessive administrative overhead for the Library.

The proposed changes to the policy reflect a shift which would direct restricted gifts or donations to the Foundation rather than directly to the Library. 100% of any restricted gift donation is returned to the Library.

Current policy

Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

In addition to making direct library donations, the community may make gifts to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) organization. The foundation exists to handle gifts of materials, bequests, endowments and other gifts of an enduring nature.

Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. Those wishing to **honor** or **memorialize** a person or occasion through the gift of a library purchase may do so using the library's gift form.
4. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library discourages restricted gifts. The library will accept **restricted gifts of money** only if the amount is \$1,000 or more, and the conditions attached are acceptable to the board of trustees.
5. Restricted gifts, **gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the the MCPL Board of Trustees, in consultation with the library director.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. The MCPL Board of Trustees and library staff reserve the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
8. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.
3. The library gift form will be the usual way for donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.

Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library, provided that a library gift form is submitted, or a gift check with current address is made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.
4. The MCPL Board of Trustees will decide on appropriate levels of recognition commensurate with contributions to any library fundraising campaign and for gifts of consequence to the library.

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

*Approved by the [Board of Trustees](#) June 12, 2003
Effective September 1, 2003*

Proposed policy for review September 16, 2015

Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the Library consistent with the Library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

Donations can also be made directly to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) nonprofit organization. The Foundation (commonly known as the Friends of the Library) exists to handle monetary gifts, gifts of materials, bequests, endowments and other gifts of an enduring nature to support the Library's vital role in our community. Additional information about the Friends of the Library is available online at www.mcpl.info/friends

Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. **Gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the MCPL Board of Trustees, in consultation with the library director.
4. The MCPL Board of Trustees reserves the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
5. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. Those wishing to **honor** or **memorialize** a person or occasion through a gift may do so through the MCPL Foundation.
8. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library does not accept restricted gifts directly. Any **restricted gifts of money** must be made directly to the MCPL Foundation.

Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.

Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library. Checks should have the donor's current address and be made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the MCPL Board of Trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

*Approved by the [Board of Trustees](#) June 12, 2003
Effective September 1, 2003 Proposed updates: 9/16/2015*

Proposed changes are being made to the current Business Travel Policy to clarify language and add information regarding cancellation of travel plans.

Current Policy

5.13 BUSINESS TRAVEL

Managerial/supervisory/confidential employees. MCPL is responsible for authorizing employee business travel and reimbursement of travel expenses. All employees must obtain authorization from the administration before business travel or reimbursement of expenses.

Whenever possible, travel will be accomplished in a MCPL vehicle or via common carrier. If an MCPL vehicle is not available and a personal vehicle must be used for authorized travel, the employees shall be reimbursed at prevailing rates authorized by the MCPL Board of Trustees. Employees will be reimbursed for use of a personal vehicle only in exceptional circumstances and when approved in advance by Administration.

Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act.

Bargaining unit employees. Employees traveling on Library business should use Library vehicles whenever possible, in order to eliminate personal expenses and time-consuming paperwork. However, if an employee so chooses, he/she may use his/her own vehicle despite there being a Library vehicle available.

Employees choosing to use their own vehicle when there is a Library vehicle available will not be compensated for mileage and understand that any insurance claims associated with such a trip will use the employee's insurance as the primary provider and the Library as the secondary provider. The employee must sign an acknowledgement of this policy. Any employee that is required to use his/her personal vehicle for travel between any branch of the Library and the Main Library, or to attend training, conferences, or workshops, shall be compensated at the rate set by the Indiana Department of Revenue for mileage reimbursement.

Proposed policy for review 9/16/15
Personnel Manual 5:13 – Business Travel Policy

Section 5: Working Conditions

5.13 BUSINESS TRAVEL

MCPL recognizes our employees may need to travel while conducting Library business and furthering the mission of the organization. Employees are also encouraged to participate in professional meetings, training, seminars, and other professional development activities requiring involving travel and related accommodations. See **4.14 Training and Continuing Education for scheduling and funding**

The purpose of this policy is to ensure that adequate cost controls are in place; travel and other expenditures are appropriate and reasonable; and reimbursements are handled in a consistent and timely manner. Employees are also expected to use discretion and good judgement with respect to expenditures, to be cost conscious (i.e. *early-bird registration fees, advance planning for airline and lodging arrangements*), and to submit expense receipts according to the finance office procedures.

Whenever possible, employees traveling on Library business should use Library vehicles in order-to minimize library and employee expenses and time-consuming paperwork.

If an MCPL vehicle is not available and a personal vehicle must be used to conduct local business; or to attend training, conferences, or workshops; the employee shall be compensated at the rate set by the Indiana State Budget Agency (“SBA”) and Department of Administration (“DOA”) for mileage reimbursement.

Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act. See <http://www.dol.gov/>, search on *Hours Worked and Travel*.

Employees choosing to use their own vehicle when a Library vehicle is readily available will *not* be compensated for mileage.

The unit manager of an employee is responsible for prior authorization of employee business travel and associated reimbursements of travel expenses. Recurring travel to local destinations may be approved by the manager as part of the employee’s job assignments.

Employees must request and submit itemized receipts for every expense for which they are seeking reimbursement. Failure to submit an itemized receipt may result in the Library denying reimbursement.

In the event an employee has to cancel a trip or registered event due to circumstances outside of the employee’s control, the employee is required to immediately notify their manager or supervisor, the Director/Associate Director, or the Human Resources Manager. A situation outside of the employee’s control is described as the employee being physically unable to attend, an illness or death in the family,

or other bona-fied emergency situations as determined by the manager in consultation with the library Associate Director or Director. Measures should be taken to either assign a substitute or to cancel the arrangements to minimize penalties or loss of fees.

Should an employee choose to cancel or not attend a pre-registered event, the employee will be held responsible for reimbursing the library for any fees, hotel, or travel expenses which were not refundable. Exceptions due to unusual circumstances may be made with the Library Director's express consent.