

Bylaws of the Loudonville Public Library Board of Trustees

The Library Board

This organization shall be called the Loudonville Public Library Board of Trustees. Its mailing address shall be:

Loudonville Public Library Board of Trustees
122 E. Main St.
Loudonville, OH 44842

The Library

The library shall be called Loudonville Public Library located at 122 E. Main St. Loudonville, OH 44842 consisting of one location.

Tagline & Mission Statement

LPL: Learn. Play. Live.

The purpose of the Loudonville Public Library is to select, make available and maintain resources in a variety of formats, meeting the educational, informational and recreational needs of our community. The Loudonville Public Library offers this service to all persons and exists to stimulate ideas and learning, and to enhance the quality of life for those we serve.

Membership

The Loudonville Public Library is organized as a School District Library. The library's Board of Trustees consists of seven members who are appointed by the Board of Education of the Loudonville-Perrysville Exempted Village School District.

Tenure and Qualifications

Each library trustee is appointed to a seven year term. Appointments are staggered such that no more than one trustee's term is scheduled to expire in the same year. A trustee must be either a qualified elector of the Loudonville-Perrysville Exempted Village School District or a qualified elector who resides outside of the Loudonville-Perrysville Exempted Village School District but within Ashland, Holmes, Knox, or Richland County. By law, a majority of the trustees (at least four) must be qualified electors of the Loudonville-Perrysville Exempted Village School District. No one is eligible for membership on the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Loudonville-Perrysville Exempted Village School District Board of Education. All library trustees serve without compensation. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

Attendance

The insight and attention of each trustee is a valuable asset to the board and the library. Therefore, regular attendance is expected. If a trustee is absent from six regular meetings during the calendar year, the board may request that trustee's resignation. Absences may be excused by a vote of the board.

Filling Vacancies

In the event a vacancy exists on the Loudonville Public Library Board of Trustees due to the death or resignation of a current member, or when a member's term expires and he/she does not seek reappointment, the Loudonville-Perrysville Board of Education is responsible for the appointment of a new board member.

Reappointments

The Loudonville Public Library Board of Trustees may recommend for reappointment a current member whose term is expiring if the current member wishes to seek reappointment. If the Loudonville-Perrysville Board of Education chooses not to reappoint the current member, the Loudonville-Perrysville Board of Education is responsible for the appointment of a new board member.

Duties and Powers of the Board

The Board of Trustees shall have all the powers and duties granted to it by law and detailed in *Ohio Revised Code 3375.40*. The board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

- The appropriation and budgeting of funds.
- The establishment and maintenance of the library and library services.
- The acquisition, improvement, maintenance, insurance, use, and disposition of properties.
- The hiring, compensation, and responsibilities of, and the personnel policies concerning, library employees.
- The selection, collection, lending, and disposition of library materials.
- The acceptance of gifts.

The policies approved by the board shall remain in effect until changed or rescinded by further action of the board. These policies shall be administered by library staff. The director shall maintain a file of all policies established by the board for consultation and distribution as directed by the board and as required by law.

The Board of Trustees shall be responsible for hiring the library director and appointing the library fiscal officer, and for ensuring that the director and fiscal officer carry out the policies of the library in an effective, efficient, and lawful manner.

In order to speak with a consistent voice, all news of board actions or statements by the board released to the media shall be made by the board president or library director speaking for the board. In the absence of a library director, the fiscal officer may be called upon to speak for the board. No one board member, other than the president, shall speak for the board unless directed to do so by a majority of board members voting at a scheduled board meeting.

All powers of the library board are vested in it as a board, and none at all in its individual members. The individual trustee has no power to act for the board in any way, unless authorized to do so by the board itself. The Loudonville Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

Officers of the Board

At the annual organizational meeting the board shall elect from its membership a president, vice-president, and secretary, each of whom shall serve a term of one year, commencing immediately upon election and continuing to the election of officers at the next annual organizational meeting. Nominations of officers shall emanate from the board's Nomination Committee, consisting of the three trustees with the least experience on the board.

No board member shall hold more than one office at a time.

Vacancies in office shall be filled by vote at a regular meeting of the board as soon as possible after the vacancy occurs.

The president, fiscal officer, or director shall sign each check issued by the library. At least two of these individuals must sign each check issued by the library except for those related to payroll. Generally, the fiscal officer shall sign checks related to payroll. The president and secretary shall sign any conveyance of real property.

President

The president shall preside at all meetings of the board; authorize calls for any special meetings; appoint all committees, with the consent of the board; execute all documents authorized by the board; and perform all other duties generally associated with that office. The president may serve as an ex-officio voting member of all committees when a member or members of the committee are absent from the committee's meetings.

Vice President

If the president is absent or unavailable, or declines to act in the capacity of his/her office, or if the office of president is vacant, the vice-president shall have all the powers and duties of the president except as otherwise provided by law.

Secretary

The secretary shall preside at board meetings in the absence of the president and vice-president. The secretary shall keep, or cause to be kept, a true and accurate record of meetings of the board.

Board Meetings

Meeting Types

The board may hold meetings of several different types as described in the *Ohio Public Library Trustees' Handbook*. The board will hold an organizational meeting in December or January of each year to elect officers, appoint a fiscal officer, and perform other administrative tasks. The organizational meeting may be part of a regular board meeting.

Public Notice of Board Meetings

At its organizational meeting in December or January, the board shall establish, by rule, the method for notifying the public and the news media of the various board and committee meetings that may be held throughout the year. Members of the public or news media who

wish to be notified when a particular subject will be discussed at a meeting should inform the library director of their interest. The director will then make arrangements to give advance notice by e-mail or phone prior to the scheduled meeting; members of the public who wish to be notified by postal mail should provide the director with self-addressed, stamped envelopes for that purpose (as described in the *Ohio Open Meetings Act*).

Agenda

The regular meeting agenda is prepared at least three working days before the upcoming regular board meeting. It is prepared by the director and fiscal officer in consultation with the board president.

Quorum and Rules of Proceedings

The quorum necessary for the board to transact business shall be four members. Lack of a quorum will automatically adjourn a board meeting. Meetings of the board will follow parliamentary procedures as outlined in *Roberts Rules of Order*, latest edition, when not inconsistent with these bylaws.

Except when a larger majority is required by law, an affirmative vote of the majority of Trustees present at a meeting at which a quorum exists shall be necessary to approve any action before the board. The president may make or second a proposal before the board, may participate fully in discussions, and may vote upon all proposals. Each board member shall have one vote.

Suspension of Rules

Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be done only at a meeting at which a quorum exists, at least four trustees are present, and a majority of the quorum agrees to the suspension.

Executive Session

The board and its committees may enter into executive session for purposes as described in the *Ohio Open Meetings Act*. The motion to hold an executive session shall state the purpose of such a session, and the motion must be approved in open meeting in a roll call vote by a majority of the quorum of the board or its individual committees.

Public Participation

The main purpose of board meetings is to conduct the business of the library. In order for the board to fulfill its obligation to complete the meeting agenda in an effective and efficient fashion, a maximum of thirty minutes of public participation is permitted at each meeting. The board president may limit by time the comments of each public participant and will do so by announcing the time limit at the beginning of the meeting, and applying the time limit equally to all participants. The board president may also limit the public comment to only those subjects appearing on the meeting agenda. The board president will do so by announcing the subjects at the beginning of the meeting and applying this limitation to all participants.

Any person, group, or delegation wishing to address the board must contact the library director at least three days before the regularly scheduled meeting and indicate the topic to be discussed. Speakers must identify any groups or organizations for which they will speak in an official capacity. The director will create a list of speakers who will then be recognized by the board in order.

Committees

The standing committees of the board shall be Building and Grounds, Finance, Fundraising and Outreach (formerly PR/Foundation/Friends Committee), Materials Review, Personnel, Technology and Vision, and the Records Commission. Ad hoc or temporary committees may be appointed and charged with specific tasks by the board president as required; such committees are automatically dissolved upon completion of the assigned tasks. Trustees are appointed to committees by the president with the consent of the board. Committees serve an advisory role and make recommendations to the board; a committee has no other power, unless, by suitable action of the board, it is granted a specific power to act. All committee actions are subject to approval by a majority of the board. In general, committees will work in conjunction with the director and fiscal officer.

Library Director

The board shall appoint and fix the compensation of the library director. The director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the board and under the direction and review of the board. The library director has the authority to administer, and is responsible for, the care of all buildings, furnishings, and equipment; for the employment and direction of library staff; for the selection, acquisition, and disposition of library materials; and for maintaining excellent library service.

The director shall serve at the discretion of the board. His or her employment shall be governed by the language of his or her contract and/or the policies set forth in the *Loudonville Public Library Employee Handbook* as adopted by the Board of Trustees.

Fiscal Officer

The board shall appoint and fix the compensation of the fiscal officer. The fiscal officer is the library's chief financial officer and acts as the Board's financial agent in library matters. The fiscal officer shall administer and manage the funds of the library in accordance with law and with the objectives and policies adopted by the board and under the direction and review of the board. The fiscal officer has the authority to administer, and is responsible for, the receipt, deposit, and expenditure of, funds; the internal control of library expenditures; and the documenting and reporting of financial activity.

The fiscal officer shall serve at the discretion of the board and is appointed for a one-year term at the annual organizational meeting of the Board of Trustees. His or her employment shall be governed by the language of his or her contract and/or the policies set forth in the *Loudonville Public Library Employee Handbook* as adopted by the Board of Trustees.

Ethics

The Board of Trustees subscribes to the statement of principles promulgated by the American Library Trustee Association as listed below, and is bound by the applicable statutes of the Ohio Ethics Law and the rulings of the Ohio Ethics Commission.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.

Amending of Bylaws

A Bylaw Committee shall be appointed when necessary to review the bylaws and recommend changes to the board.

These bylaws may be amended at any regular board meeting by the affirmative vote of a majority of the full membership of the Board of Trustees provided that a notice of the proposed amendment shall have been included in the agenda for the meeting.

Indemnification

Members of the Board of Trustees are covered by the library's Employee Benefits Liability Coverage, Employers Liability (Ohio Stop Gap) Coverage, Governmental General Liability Coverage, and Public Officials Liability Coverage, including their liability resulting from either institutional or individual lawsuits.