



## **Bylaws of the Loudonville Public Library Board of Trustees**

### **1. Organization**

#### 1.1. Library Board

The organization is the Loudonville Public Library Board of Trustees. Its mailing address is 122 E. Main St., Loudonville, OH 44842.

#### 1.2. Library

The Loudonville Public Library is located at 122 E. Main St., Loudonville, OH 44842, with an automated kiosk, called the Perrysville Branch, located at 181 E. 3rd St., Perrysville, OH 44864.

#### 1.3. Library Mission

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.

### **2. Membership**

#### 2.1. Number and Tenure

The Loudonville Public Library is organized as a school district library. The library's Board of Trustees (the Board) consists of seven members who are appointed by the Loudonville-Perrysville Exempted Village School District Board of Education (the Board of Education). Each library trustee is appointed to a seven-year term. Appointments are staggered so that no more than one trustee's term will expire in the same year. All library trustees serve without compensation.

#### 2.2. Qualifications

A trustee must be either a qualified elector of the Loudonville-Perrysville Exempted Village School District or a qualified elector who resides outside the school district but within Ashland, Holmes, Knox, or Richland County. By law, a majority of trustees (at least four) must be qualified electors of the school district. No one is eligible for appointment to the library Board who is, or was in the previous year, a member of the Board of Education. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

#### 2.3. Attendance

The insight and attention of each trustee is a valuable asset to the Board and the library. Therefore, regular attendance is expected. A trustee who is unable to attend a meeting must notify the president or library director before the meeting. If a trustee is absent from four regular meetings during the calendar year, the Board may request that trustee's resignation.

## 2.4. Vacancies

Vacancies on the Board must be publicized to allow citizens to express their interest in applying. The library Board selects a candidate for each vacant position and recommends that candidate for appointment by the Board of Education. Midterm vacancies are filled for the remainder of the unexpired term.

## 2.5. Reappointments

The library Board may recommend for reappointment a trustee whose term is expiring if that trustee wishes to seek reappointment. If the Board of Education chooses not to reappoint the current trustee, the library Board selects and recommends a different candidate for appointment.

# 3. Duties and Powers

## 3.1. Policy Types

The Board has all the powers and duties granted to it in Ohio Revised Code 3375.40. In accordance with law, the Board determines and establishes the library's basic policies with respect to:

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

## 3.2. Policy Administration

The policies approved by the Board remain in effect until changed or rescinded by further action of the Board. The policies are administered by library staff. The library director maintains a file of all policies for consultation and distribution as directed by the Board and as required by law.

## 3.3. Library Administrators

The Board appoints the library director, fiscal officer, and deputy fiscal officer and ensures that the director and fiscal officers carry out library policies in an effective, efficient, and lawful manner.

## 3.4. Media Statements

The president or library director speak for the Board in all statements released to the media about Board actions. In their absence, the fiscal officer may be called on to speak for the Board. No trustee, other than the president, may speak for the Board unless authorized to do so by the Board.

## 3.5. Individual Powers

All powers of the 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.

## **4. Officers**

### **4.1. Number and Tenure**

Board officers are president, vice president, and secretary. No trustee may hold more than one office at a time. Officers are nominated by the Nomination Committee, consisting of the three trustees with the fewest years on the Board, and elected by the Board at the annual organizational meeting. Each officer serves a one-year term, commencing immediately and continuing to the next annual organizational meeting.

### **4.2. Vacancies**

The Board must elect a new officer at a regular meeting as soon as possible after a vacancy occurs.

### **4.3. Signatures**

Each check issued by the library must be signed by the president, vice president, or secretary and cosigned by the fiscal officer or deputy fiscal officer. The fiscal officer or deputy fiscal officer must authorize payroll direct deposits. The president and secretary must cosign approved minutes and any conveyance of real property.

### **4.4. President**

The president presides at all meetings of the Board; authorizes calls for any special meetings; appoints all committees, with consent of the Board; executes all documents authorized by the Board; and performs other duties generally associated with that office. The president may serve as an ex officio voting member of any committee when committee member(s) are absent from committee meetings.

### **4.5. Vice President**

The vice president performs all duties of the president when the president is unavailable or is unable or unwilling to serve.

### **4.6. Secretary**

The secretary presides at Board meetings in the absence of the president and vice president. The secretary keeps, or causes to be kept, an accurate record of Board meetings and performs other duties generally associated with that office.

## **5. Meetings**

### **5.1. Meeting Types**

The Board holds an organizational meeting in December of each year to elect officers, appoint fiscal officers and set their bonds, appoint committees, schedule regular meeting dates, and perform other administrative tasks. The organizational meeting may be held on a regular meeting date. Regular meetings are held on the last Thursday of each month, with adjustments for holidays, as set by the Board. Special meetings may be called at any time by the president or at the request of two or more trustees for the purpose stated in the call for the meeting.

## 5.2. Public Notice

All meetings of the Board and its committees, and minutes of Board meetings, are open to the public by law under the Ohio Open Meetings Act (Ohio Revised Code 121.22). The Board establishes the method for notifying the public of all Board and committee meetings. Members of the public who wish to be notified when a particular subject will be discussed at a meeting should inform the library director. The director then makes arrangements to give advance notice by email or phone; members of the public who wish to be notified by postal mail should provide the director with self-addressed, stamped envelopes for that purpose.

## 5.3. Agenda

The library director and fiscal officer, in consultation with the Board president, prepare the regular meeting agenda and distribute it to the Board at least three working days before the meeting.

## 5.4. Rules of Order

Board meetings follow parliamentary procedures as outlined in *Robert's Rules of Order*, latest edition, when not inconsistent with these bylaws.

## 5.5. Quorum and Voting

The quorum required for the Board to transact business is four trustees. Lack of a quorum automatically adjourns a meeting. All Board actions require the affirmative vote of a simple majority of trustees present, except when a larger majority is required by law. Each trustee has one vote. The president may make or second motions, participate fully in discussions, and vote on all motions.

## 5.6. Executive Session

The Board may enter executive session for purposes described in the Ohio Open Meetings Act. The motion to hold an executive session must state the purpose of the session and must be approved by a roll call vote in open meeting. After exiting executive session, the Board may take action on any matter discussed in the session.

## 5.7. Public Participation

Any person, group, or delegation wishing to address the Board must contact the library director at least three days before the 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 then creates a list of speakers who will be recognized in order. Public participation is limited to a maximum of thirty minutes so that the Board has time to complete its agenda. The president may divide the time for public comment equally among individual speakers and may limit public comment to only subjects that appear on the agenda.

## **6. Committees**

The standing committees are Building & Grounds; Finance; Fundraising & Outreach; Materials Review; Nomination; Personnel; and Technology. The president may create ad hoc committees charged with specific tasks and dissolve those committees on completion of the tasks. The president appoints trustees to committees with consent of the Board. Committees serve an advisory role and make recommendations to the Board; they have no other power, unless granted a specific power by the Board. All committee recommendations are subject to approval by the Board. In general, committees work in consultation with the library director and fiscal officer.

## **7. Library Director**

### **7.1. Appointment**

The Board appoints and sets the compensation of the library director. The director serves at the discretion of the Board, under conditions of the employment contract and/or the library's personnel policies as adopted by the Board.

### **7.2. Responsibilities**

The director is the library's chief executive and administrative officer in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The director has the responsibility and authority to administer the library's strategic plan; the employment and direction of library staff; the selection, acquisition, and disposition of library materials; the care of all buildings, furnishings, and equipment; and the general provision of excellent library services and programs.

## **8. Fiscal Officers**

### **8.1. Appointment**

The Board appoints the fiscal officer and deputy fiscal officer for one-year terms and sets the compensation and bond for each. The fiscal officers serve at the discretion of the Board, under conditions of their employment contracts and/or the library's personnel policies as adopted by the Board.

### **8.2. Responsibilities**

The fiscal officer is the library's chief financial officer and acts as the Board's financial agent in library matters in accordance with law and with the objectives and policies adopted by the Board. The fiscal officer manages and administers the library's funds under the direction and review of the Board with guidance from the director. The fiscal officer has the responsibility and authority to administer the receipt, deposit, and expenditure of funds; the internal control of expenditures; the documenting and reporting of financial activity; and the preparation and retention of official records of Board actions. The deputy fiscal officer performs all duties of the fiscal officer when the fiscal officer is unavailable or is unable or unwilling to serve.

## 9. Ethics

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

### ***Public Library Trustee Ethics Statement***

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Approved by the United for Libraries division of the American Library Association, January 2012

## 10. Indemnification

Members of the Board are indemnified under the library's insurance coverage, including their liability resulting from either institutional or individual lawsuits.

## 11. Amendments

The president may appoint an Ad Hoc Bylaws Committee to review the bylaws and recommend changes to the Board. The Board may adopt an amendment by majority vote, provided that the proposed amendment is distributed in advance with the meeting agenda.