



BOARD OF TRUSTEES

BY-LAWS

Article I – Name and Mission

Section 1. The name of this body shall be the Board of Trustees of the Licking County Library. This Board is organized under *Section 3375.19* of the *Ohio Revised Code*, and derives its authority from *Section 3375.40* and other relevant sections of the *Ohio Revised Code*.

Section 2. The mission of the Licking County Library shall be appended to these by-laws and shall be revised from time-to-time by the Board of Trustees as appropriate.

Article II – Meetings

Section 1. Organizational Meeting: It shall be held in the month of January of each year an organizational meeting for the purpose of the election of officers and such other business as may be deemed necessary by the Board of Trustees.

Section 2. Regular Meeting: Regular bi-monthly meetings of the Board shall be held on dates, at times, and at location(s) as the Board directs.

Section 3. A Records Commission shall consist of the Board of Trustees and the fiscal officer. The commission shall meet at least once every twelve months and shall be responsible for overseeing the Library's compliance with the Ohio Records Law as described in Chapter 149 of the *Ohio Revised Code*.

Section 4. Special Meeting: Special meetings shall be held at the call of the President, or on the written request of two members of the Board. To call a special meeting, the Fiscal Officer or the Secretary of the Board must give three working days notice to all Board members in writing. If the special meeting is of an emergency nature, twenty-four hours notice, either orally or electronically, must be given.

Section 5. A quorum necessary for the conduct of business shall be four trustees with *Robert's Rules of Order* serving as the governing structure for the Board except as provided in these By-Laws.

Section 6. The Director, in collaboration with the Fiscal Officer and the President of the Board, shall prepare an agenda at least four (4) days before the upcoming regular board meeting. The agenda items for each regular meeting shall include, but not be limited to:

- *Roll Call*
- *Adoption of Agenda*
- *Minutes*
- *Public Comments*
- *Announcements, Presentations, and Correspondence*
- *Fiscal Officer's Report*
- *Committee Reports*
- *Director's Report*
- *Old Business*
- *New Business*

- *Adjournment*

Section 7. Posting: To conform to the Ohio open meeting statute (See section 121.22 of the Ohio Revised Code), all meetings shall be announced by notification of the local media at least twenty-four hours before the scheduled time. Any person may upon request be notified by e-mail or by postal mail by providing a self-addressed stamped envelope.

Section 8. Executive Session: The board may enter into executive session for purposes as described in the Ohio Open Meetings Act. (I.e. Certain personnel matters, the purchase of property, pending or imminent litigation with the library's attorney)

An executive session may only be held at a regular or special meeting, and must always begin and end in an open meeting.

The motion to hold an executive session shall state the specific 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. The Board of Trustees may not vote or take official action in an executive session.

Section 9. Public Participation

Time is set aside on each regular meeting agenda for public participation from the audience. The Board of Trustees of the Licking County Library welcomes this input. Those wishing to speak must complete a public comments form and return it to the presiding officer of the meeting prior to speaking. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have submitted the form and wish to address the board will be recognized in the order in which they signed in. Public comments should be addressed to members of the board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting.

Comments shall be limited to specific operations and services of the library. Comments about a specific staff member must be limited to a written format to protect the staff member and the commenting member of the public from possible defamation of character and/or slanderous comments. Comments about a specific staff member will be referred directly to the Personnel Committee for their review and recommendation when it is deemed appropriate.

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 10 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. Signed written comments of any length will be accepted.

Article III - Membership

Section 1. Appointment: The Licking County Library is a county district library under the control and management of the Board of Library Trustees consisting of seven members. Four Board members shall be appointed by the Board of County Commissioners and three by the Judges of the Common Pleas Court. They shall serve for a term of seven years without compensation.

- Appointments are staggered such that no more than one (1) trustee's term is scheduled to expire in the same year.
- A trustee must be a qualified elector of the library's service district.
- A trustee appointed to complete an unexpired term or to succeed another trustee shall be appointed by the same board or officers that appointed his or her predecessor.
- In general trustees are guided in the performance of their duties by the most recent edition of the Ohio Public Library Trustee's Handbook.

Section 2. Filling vacancies & Re-appointment: An ad hoc committee of the Board of Trustees shall recommend re-appointment of a trustee or a new candidate to the full board to fill a vacant trustee position. Applicants will be recommended to the appointing authority following a two-thirds vote of the Board. See Ohio Revised Code 3375.22.

Article IV – Officers

Section 1. The officers of the Board of Trustees shall be President, Vice-President, Secretary, and Fiscal Officer. Each officer shall be elected at the organizational meeting and shall hold office for the term of one year, or until his or her successor shall be elected. All officers of the Board shall hold full voting privileges except the Fiscal Officer.

Section 2. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an *ex officio* voting member of all committees, and generally perform all other duties associated with the office.

Section 3. The Vice-President, in the event of the absence of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 4. The Secretary shall keep an accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office.

Section 5. The Fiscal Officer, or his or her designated representative, shall be the disbursing officer of the Board, co-sign all checks, and shall perform such other duties as are generally associated with the office. The Fiscal Officer and his or her designated representative(s) shall be bonded in an amount as required by the Board of Trustees. The Fiscal Officer and his or her designated representative do not have voting privileges as granted to all other Board officers.

Section 6. Vacancies in office shall be filled by vote at a *regular* meeting of the board as soon as possible after the vacancy occurs.

Article V – Committees

Section 1. The standing committees of the Board shall be: Buildings & Grounds, Finance, Marketing & Library Services, and Personnel. Each committee shall consist of at least three members of

the Board of Trustees with full voting privileges and shall include the Director and other appropriate library staff who shall serve as non-voting *ex officio* members, as determined by the Board President and the Director. 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 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. Meetings shall be held at the call of the committee chair. A quorum shall consist of fifty percent (50%) of the members of the committee with full voting privileges.

Section 1a. The Buildings & Grounds Committee shall consider the establishment of all new branches and make recommendations on site selection, size, and character of each library building. Additionally, the Committee shall work with the Director and appropriate library staff to determine the building needs and improvements for all buildings owned or operated by the Library.

Section 1b. The Finance Committee shall work with the Director, the Fiscal Officer, and appropriate library staff to maintain in a prudent manner the fiscal status of the Library. The Finance Committee also serves the role as the *Audit Committee* which serves to monitor and review the library's accounting and financial reporting practices, legal compliance, financial condition and controls over safe guarding of assets.

Section 1c. The Marketing & Library Services Committee shall work with the Director and appropriate library staff to provide contemporary library services to the residents of the Library's service district and others as determined by the Board of Trustees, and to promote these services through all appropriate means.

Section 1d. The Personnel Committee shall work with the Director and appropriate library staff to determine personnel and compensation policies of the Library. Additionally, the Committee shall work with the Director and appropriate library staff to best determine the working conditions that contribute to the success of the overall mission of the Library.

Section 2. From time-to-time, the President shall appoint committees of one or more members of the Board, the Director, and appropriate library staff for such purposes as the business of the Library may require. An *ad hoc* committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report of the *ad hoc* committee has been accepted by the Board.

Section 2a. A Nominating Committee shall be appointed by the president three (3) months prior to the organization meeting and shall present a slate of officers at the regular meeting in November to be voted upon at the annual meeting in January. Additional nominations may be made from the floor at that time.

Article VI – Governance

Section 1. The Board shall appoint and fix the compensation of a qualified Director who shall serve, under the Board’s review and at its direction, as the chief executive and administrative officer of the Library. In this capacity, the Director shall be responsible for the day-to-day operations of the Library. The Director shall recommend to the Board the appointment and specify the duties of all other staff and shall be held responsible for: the proper direction and supervision of the staff, the care and maintenance of library buildings and property, the adequate and proper selection of materials and information in keeping with the stated policies of the Board, the efficient and prudent provision of library service to the public, and its financial operation within the fiscal limitations as determined by the Board of Trustees. The Director shall be expected to attend all meetings of the Board and to meet with all committees unless otherwise agreed to with the President and committee chair.

Section 2. The Board shall appoint and fix the compensation of a qualified Fiscal Officer who shall serve, under the Board’s review and at its direction, as the chief financial officer of the Library. In this capacity, the Fiscal Officer, or his or her designated representative, shall be responsible for the day-to-day fiscal operations of the Library. The Fiscal Officer shall be responsible for the certification of Library monies, collected or in the process of being collected, and the appropriate expenditure of these monies. The Fiscal Officer shall be the treasurer of all Library monies and shall deposit all monies received according to the statutes of the State of Ohio. A full financial accounting of Library receipts and disbursements, as determined by the Board, shall be made by the Fiscal Officer, or his or her designated representative, at the regular meeting of the Board.

Section 3. The Board, collectively, shall serve as the policy making body of the Library. Additionally, the Board shall assume those powers given it by relevant sections of the *Ohio Revised Code 3375.40* and shall perform such other duties as are generally associated with the office. 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 Business Office shall maintain a file of all policies established by the board for consultation and distribution as directed by the board and required by law.

Section 4. Members of the Board are expected to be regular and timely in their attendance and performance of duties of the position to which they have been appointed. Failure to do so may result in notification of such conduct by the President to the appropriate appointing authority.

Article VII – 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 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. ORC 3375.35 states

that, “No member of a board of library trustees shall have any pecuniary interest in any contract entered into by such board.”

- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statement 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 resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

Article VIII – Amendments

Section 1. Amendments to these by-laws must be presented in writing and read at a regular meeting of the Board. They may be adopted at any subsequent meeting of the Board by a two-thirds affirmative vote of the Board.

Article VIII– Indemnification

Members of the Board of Trustees are covered by the library’s Director’s and Officer’s Liability Policy, including their liability resulting from either institutional or individual lawsuits.

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Mission Statement

The Licking County Library enriches lives by connecting our community with the world of ideas and information.

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