



## Operating By-Laws

### Pickerington Public Library Pickerington, Ohio

#### Article 1 Name

**Section 1** The name of this organization shall be the Pickerington Public Library. It is a school district library, existing by virtue of Section 3375.15 of the Revised Code of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Where and when appropriate in the publications of the library it shall be indicated that the Library District is the Pickerington Local School District.

#### Article 2 Purpose

**Section 1** The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statements adopted by the Board of Trustees. The library extends its services to all residents of the state of Ohio on equal terms.

#### Article 3 Organization

**Section 1** The Pickerington Public Library shall be governed by a seven member Board of Trustees (the Board) which shall have legal authority to conduct, or to have conducted in its name, all official business of the Library.

#### Article 4 Board of Trustees

**Section 1** Members of the Board of Trustees are appointed by the Pickerington Local School District Board of Education (The School Board) in accordance with the provisions of Section 3375.15 of the Ohio Revised Code. Such trustees shall serve a term of seven years.

**Section 2** 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 Pickerington Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

**Section 3** Each library trustee is appointed to a 7 (seven) year term. Appointments are staggered such that no more than 1 (one) trustee's term is scheduled to expire in the same year. A trustee must be either a qualified elector of the Pickerington Local School District or a qualified elector who resides outside of the Pickerington Local School District but within Fairfield County. By law, a majority of the trustees (at least four) must be qualified electors of the Pickerington Local School District. No one is eligible for membership of the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Pickerington Local School Board of Education.

**Section 4** All library trustees serve without compensation. Individuals are limited to 2 (two) consecutive 7 (seven) year terms with the option to serve 2 (two) additional 7 (seven) year terms after 1 (one) year hiatus (Effective with trustee appointment date January 1 2016). Occasionally, a board member cannot complete an entire term. In this circumstance, an individual will be appointed to finish that term. If that term is less than or equal to 3 (three) years, the term will not count toward the 2 (two) term limit. If that term is more than 3 (three) years, it will count as one of the 2 (two) terms allowed. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

**Section 5** 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 3 (three) consecutive *regular* meetings or a total of 6 (six) *regular* meetings in any one calendar year, the Board may request that trustee's resignation. If a Trustee must be absent from a Board Meeting, they must notify the Board President or the Library Director prior to the meeting.

**Section 6** Vacancies occurring on the Board prior to term expiration shall be filled by the School Board by appointment for the unexpired term. Vacancies on the Board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Board.

## **Article 5** **Officers of the Board**

**Section 1** The officers of this Board shall be a President, a Vice-President and a Secretary selected from among the Board's membership at the Board's organizational meeting in January. Each officer shall serve a one-year term or until the Board's next organizational meeting.

**Section 2** The President shall preside at all meetings of the Board, determine the agenda for each meeting in consultation with the Director, authorize calls for special meetings, sign the minutes of all 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 duties associated with that office.

**Section 3** The Vice President, in the absence or unavailability 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 is responsible for ensuring that a true and accurate record of all meetings of the Board is kept, and shall perform such other duties generally associated with that office. The Secretary shall act as substitute for the President and/or the Vice President as necessary.

**Section 5** Each of said officers shall have such powers and duties as are prescribed by the Ohio Revised Code or by these by-laws, or by special action of the Board, to the extent that said actions are consistent with the laws of Ohio.

**Section 6** In case of a vacancy in the office of President, Vice President or Secretary, a new officer shall be selected by the members and shall serve until the next organizational meeting

## **Article 6** **Committees of the Board**

**Section 1** Board committees of one or more members may be appointed from time to time by the President or by Board action. These committees may be temporary (ad hoc) committees to examine specific issues or concerns, or they may be on-going (standing) committees for continuing purposes or projects of the Board. Standing committees may include, but are not limited to: Finance and Budget; Advisory Committee to the PPL Fund of the—Fairfield County Foundation; Reconsideration Committee for Collection Development.

**Section 2** Members of standing committees shall serve from the time of their appointment until the organizational meeting of the Board. Ad hoc committees shall serve until the special purpose for which they were appointed has been fulfilled.

**Section 3** Board committees shall have power only to advise the full Board, unless the Board shall specifically authorize a committee to act on behalf of the Board.

**Section 4** The President of the Board shall be an ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee shall have such other members, if any, as the Board shall from time to time determine which members shall be appointed and need not be members of the Board.

## **Article 7** **Duties of the Board of Trustees**

**Section 1** The Board of Trustees shall have all of the powers granted to it by the laws of the State of Ohio and shall, in open meeting, determine and establish, in accordance with the laws the basic policies of the library with respect to:

- ❖ the appropriation and budgeting of funds
- ❖ the establishment and maintenance of libraries and library services

- ❖ the acquisition, improvement, maintenance, insurance, use and disposition of properties
- ❖ the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees
- ❖ the selection, collection, lending and disposition of books and other library materials; and
- ❖ the acceptance of gifts.

**Section 2** The policies so determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director shall see that a compilation of all operating policies established by the Board is prepared and kept up to date and is distributed to the members of the Board, library staff and kept available to the public as requested.

**Section 3** The board of Trustees subscribes to the tenets contained in “A Statement of Ethics for Library Trustees” of the American Library Trustee Association (attached).

## **Article 8 Meetings**

**Section 1** The Board shall hold an organizational meeting in January of each year. At the annual meeting, the Board shall elect its officers, appoint its Fiscal Officer and fix the bond thereof, fix the time and place for its regular monthly meeting, and conduct such other business of an organizational nature as may come before the Board.

**Section 2** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Notice of regular meeting times will be included in the library’s website and posted on the library bulletin board.

**Section 3** Special meetings may be called at the direction of the President, or the request of two members, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be posted on the library bulletin board and website.

**Section 4** Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business at any meeting.

**Section 5** Where not otherwise governed by law or by these by-laws, the proceedings of the meetings of the Board shall be in accordance with Robert’s Rules of Order as currently revised and published at the time of the meeting.

**Section 6** The Board may hold an executive session only after a majority of a quorum of the board determines, by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be as specified in Section 121.22(g), as amended, of the Ohio Revised Code and the purpose(s) shall be included in the motion to hold the session.

**Section 7** All actions of the Board, except those delineated below, shall carry upon the affirmative vote of a majority of those present.

**Section 8** The following actions shall carry only upon the affirmative votes of two-thirds of the full membership of the Board in accordance with the Ohio Revised Code:

- ❖ A resolution to put a tax levy on the ballot
- ❖ A resolution to purchase, lease, or dispose of real property
- ❖ A resolution to set aside unencumbered surplus funds in the general fund for a special building and repair fund

**Section 9** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

1. Roll Call/Excused Absences
2. Staff welcome (optional)
3. Secretary's Report – approval of minutes
4. Public Participation
5. Friends of the Library Report
6. Fiscal Officer's Report
7. Finance and Budget Committee Report
8. Other Committee Reports
9. Director's Report
10. Assistant Director's Report
11. Old Business
12. New Business
13. For the Good of the Order
14. Adjournment

**Section 10** The public is welcome to attend board meetings at any time, except when the board is in executive session, as defined by law. Any member of the public who wishes to speak to the Board is asked to sign-in before the meeting is called to order so that he or she may be added to the agenda. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have signed-in 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. Remarks by visitors are limited to 5 minutes in length, not including questions from the board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. Exceptions to these rules may be made at the discretion of the board president. Visitors who cause a disturbance may be asked to leave the meeting.

## **Article 9** **Library Director and Staff**

**Section 1** The Board shall appoint and fix the compensation of the Director who shall be the chief executive and administrative officer of the library. 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 Director shall be held responsible for the care of all buildings and equipment,

for public relations, for the employment and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the program needs, facility needs, the desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with any necessary recommendations all matters requiring action by the Board.

**Section 2** The Board shall appoint and fix the compensation for the Fiscal Officer at its annual meeting, or at any other time when the position shall become vacant. The Fiscal Officer shall be responsible for all financial matters for the Board, administering the library's budget, preparing formal resolutions for the Board's consideration, making a monthly report on the state of the funds, preparing and submitting an annual report and publishing notice of its availability as required by state law, preparing the annual budget with the participation of the library Director, and working with the Library Director in carrying out the policies of the Board. The Fiscal Officer shall be bonded by a resolution of the Board.

## **Article 10 Amendments**

**Section 1** These by-laws may be amended by the majority vote of all members of the Board, provided that written notice of the proposed amendment shall have been given with the notice of the meeting.

### **A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES**

Trustees must promote the highest level of library service while observing ethical standards.

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 in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

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 appointment to a library board are expected to perform the duties and responsibilities of a trustee.

*Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985*