

TIPP CITY PUBLIC LIBRARY

**Operational By-laws of the Board of Trustees
Policy #1
Original: September 26, 2002
Revised: August 25, 2016**

**Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371**

Article I. Name

This organization shall be called "The Tipp City Public Library" existing by virtue of the provision of Section 3375.15 of the Revised Code of The State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II. Mission Statement

The mission of the Tipp City Public Library is to preserve knowledge, provide information and enrich the community.

Article III. Board of Trustees

Members of the Library Board of Trustees are appointed by the Board of Education of the Tipp City Exempted Village School District in accordance with the provisions of Section 3375.15 of the Ohio Revised Code. Trustees serve a seven-year term or, in the case of an interim appointment, fulfill the term of the individual they are replacing. The trustee may be reappointed by the Board of Education.

Article IV. Officers

The officers of the Board shall be President, Vice-President and Secretary elected by and from members of the Board at the Board's organizational meeting in January. Each officer may serve a one-year term or until the Board's next subsequent organizational meeting.

The President shall preside at all meetings of the Board, authorize calls for special meetings, 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.

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

The Secretary shall perform all duties that by custom or law devolve upon the office.

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.

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

Article V. Policies

The Board of Trustees shall have all of the powers granted to it by law and shall determine and establish the basic policies of the library with respect to (a) the appropriation and budgeting of funds; (b) the establishment and maintenance of libraries and library services; (c) the acquisition, improvement, maintenance, insurance, use and disposition of properties; (d) the hiring, compensation, responsibilities and personnel practices concerning employees; (e) the selection, collection, lending and disposition of books and other library materials; and (f) the acceptance of gifts. 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.

Article VI. Meetings

The Board shall comply with the Ohio Open Meetings Act, Sunshine Laws & Public Records Act (ORC Section 122.12).

The Board shall hold an organizational meeting in January of each year. At the annual meeting, the Board shall:

- a. elect its Officers;
- b. appoint its Clerk-Treasurer and fix the bond thereof;
- c. fix the time and place for its regular monthly meeting;
- d. appoint standing committees;
- e. administer the oath of office to new trustees;
- f. conduct any other organizational business as may come before the Board.

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

- a. Call to order;
- b. Public Presentation of Comments;
- c. Disposition of Minutes;
- d. Financial Report;
- e. Director's Report;
- f. Committee Reports;
- g. Unfinished Business;

- h. New Business;
- i. Adjournment.

Special meetings may be called by the President, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting.

Board members may adjourn to executive session as stated in the Ohio Open Meetings Act.

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) of the Ohio Revised Code and the purpose(s) shall be included in the motion to hold the session.

A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.

Conduct of meetings: proceedings of all meetings shall be governed by Robert's Rules of Order where they do not conflict with the by-laws.

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

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. A resolution to approve the budget to be submitted to the School Board;
- b. A resolution to put a tax levy on the ballot;
- c. A resolution to purchase, lease, or dispose of real property;
- d. A resolution to set aside unencumbered surplus funds in the general fund for a special building and repair fund.

At any meeting of the Board at which neither the President nor the Vice-President is present the Secretary shall preside. In the absence of all three officers, another member selected by and from those present shall preside. For purposes required by law, such member shall act as President, but only for matters pertaining to that meeting of the Board.

Article VII. Votes

In general, the Board shall conduct all votes during regular or special meetings. Votes which require a roll call must occur in a manner that allows the Clerk-Treasurer to record them individually.

Article VIII. Board Committees

Board committees of one or more members may be appointed from time to time. These committees may be on-going (Standing) committees for continuing purposes or projects of the Board or they may be temporary (Ad Hoc) committees to examine specific issues or concerns.

1. Standing committees, appointed by the Board at its annual organizational meeting:
 - a. Finance/Audit Committee;
 - b. Technology Committee;
 - c. Operations and Facilities Policy Committee;
 - d. Personnel Committee.
 - e. Library Records Commission

Members shall serve until the next organizational meeting

2. Ad Hoc committees may be appointed by the Board or by the President for specific issues. They shall serve until the special purpose for which they were appointed has been fulfilled.

Board Committees shall have power only to advise, unless the Board specifically authorizes a committee to act on behalf of the Board.

Article IX. Director and Staff

1. Director

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 responsible for the care of all buildings and equipment, for public relations, for the employment and direction of the library staff, for the selection, acquisition 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, 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 recommendations all matters requiring action by the Board. The Director shall be bonded for not less than \$15,000.

2. Clerk-Treasurer

The Board shall appoint and verify the compensation for the Clerk-Treasurer at its annual meeting or at any other time when the position becomes vacant. The Clerk-Treasurer shall be responsible for all financial matters for the Board, administering the library's budget, preparing formal resolutions for the Board's consideration, approving all expenditures, and in general, working with the Library Director in carrying out the policies of the Board. All moneys received by the Clerk-Treasurer for library purposes shall be immediately placed in a depository designated by the Board. At the end of each fiscal year, the Clerk-Treasurer shall submit to the Board a complete financial statement showing the receipts and expenditures in detail for the entire fiscal year. The Clerk-Treasurer shall be bonded for no less than \$100,000.

3. Deputy Clerk-Treasurer

The Board may appoint one or more Deputy Clerk-Treasurer(s). A Deputy Clerk-Treasurer shall perform duties as directed by the Board from time to time. The Deputy Clerk-Treasurer(s) shall be bonded for no less than \$100,000.

Article X. Conflict of Interest

No member of the Board of Trustees shall have any pecuniary interest in any contract entered into by the Board. [ORC3375.35]

Article XI. Dissolution or termination of existence

Upon any dissolution or termination of the existence of the Tipp City Public Library (the Library), all of its property and assets, after payment of the lawful debts of the Library and the expenses of its dissolution or termination, shall be delivered, conveyed, and paid over (subject to any restrictions imposed by the laws of the state of Ohio or any will, deed, grant, conveyance, agreement, writing, or other governing document) to one or more organizations lawfully selected by the Board of Trustees, each of which at the time of such grant appears to qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code and each of which shall establish, maintain, and improve the free public library within the geographical area coterminous with the jurisdiction of the Tipp City Exempted Village School District.

Article XII. Amendments

The by-laws may be amended by a two-thirds vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed.