

**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 Ohio Revised Code Section 3375.15 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**

Submissions for Library Board of Trustee positions are accepted throughout the year. Any eligible person may submit a letter of intent and resume to the library.

All submissions are presented to the Library Board of Trustees when a vacancy arises.

The Library Board of Trustees reviews, interviews, and nominates new/returning Library Board Trustee(s) members by resolution.

The nominee(s) is/are presented to the Tipp City Board of Education for appointment.

Members of the Library Board of Trustees are appointed by the Tipp City 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. Library Board of Trustees serve a seven-year term or, in the case of an interim appointment, fulfill the term of the individual they are replacing.

**Article IV. Officers**

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

The President shall preside at all meetings of the Library Board of Trustees, authorize calls for special meetings, execute all documents authorized by the Library Board of Trustees, 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 Ohio Revised Code or by these by-laws, or by special action of the Library Board of Trustees 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 Library 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 Library Board of Trustees shall remain in effect until changed or rescinded by further action of the Library Board of Trustees and shall be administered by the library staff.

## **Article VI. Meetings**

The Library Board of Trustees shall comply with the Ohio Open Meetings Act, Sunshine Laws & Public Records Act Ohio Revised Code Section 121.12.

The Library Board of Trustees shall hold an organizational meeting in January of each year and shall:

- a. elect its Officers;
- b. appoint its Fiscal Officer;
- c. fix the time and place for its regular monthly meetings;
- d. appoint standing committees and chairs;
- e. administer the oath of office to new trustee and Fiscal Officer;
- f. conduct any other organizational business as may come before the Library Board of Trustees;
- g. appoint a credit card Compliance Officer.

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. Old 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.

Library Board of Trustees may adjourn to executive session as stated in the Ohio Open Meetings Act.

The Library Board of Trustees may hold an executive session only after a majority of a quorum of the Library Board of Trustees 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 the Ohio Revised Code Section 121.22(g) 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 Library Board of Trustees 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 Library Board of Trustees, 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 Library Board of Trustees 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 Library Board of Trustees 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 Library Board of Trustees.

## **Article VII. Votes**

In general, the Library Board of Trustees shall conduct all votes during regular or special meetings. Votes, which require a roll call, must occur in a manner that allows the Fiscal Officer to record them individually.

## **Article VIII. Board Committees**

Library Board of Trustees 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 Library Board of Trustees or they may be temporary (Ad Hoc) committees to examine specific issues or concerns.

1. Standing committees, appointed by the Library Board of Trustees at its organizational meeting:
  - a. Finance/Audit Committee
  - b. Technology Committee
  - c. Operations and Facilities 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 Library Board of Trustees or by the President for specific issues. They shall serve until the special purpose for which they were appointed has been fulfilled.

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

## **Article IX. Director and Staff**

### 1. Director

The Library Board of Trustees 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 Library Board of Trustees and under the direction and review of the Library Board of Trustees. 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 Library Board of Trustees and subject to the general policies from time to time adopted by the Library Board of Trustees. The Director shall keep the Library Board of Trustees 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 Library Board of Trustees. 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 Library Board of Trustees. The Director shall be bonded or insured for no less than \$15,000.

## 2. Fiscal Officer

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

## 3. Deputy Fiscal Officer

The Library Board of Trustees may appoint one or more Deputy Fiscal Officer(s). A Deputy Fiscal Officer shall perform duties as directed by the Library Board of Trustees from time to time. The Deputy Fiscal Officer(s) shall be bonded or insured for no less than \$100,000.

## **Article X. Conflict of Interest/Ethics**

The Library 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

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.
- No member of the Board of Trustees shall have any pecuniary interest in any contract entered into by the Board. [Ohio Revised Code 3375.35]

#### **Article XI. Dissolution or termination of existence**

Upon any dissolution or termination of the existence of the Tipp City Public Library, all of its property and assets, after payment of the lawful debts of the Tipp City Public 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 Library 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 Library Board of Trustees provided written notice of the proposed amendment shall have been distributed to all members at least ten days prior to the meeting at which such action is proposed.

**Original: September 26, 2002**

**Revised: April 27, 2017**

**Revised: December 19, 2019**

**Revised: October 23, 2020**

**Revised: Feb. 18, 2021**

**Revised: March 11, 2021**

**Revised: April 8, 2021**

**Revised: September 9, 2021**