

Briggs Lawrence County Public Library By-Laws

Revised November, 2013

Article I Name

The organization shall be called “Briggs Lawrence County Public Library” existing by virtue of the provision of Section 3375.06 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.

Where and when in the publications of the library it shall be indicated that the Library District is Lawrence County.

Article II Mission Statement

The mission of the Briggs Lawrence County Public Library is to use the resources at our disposal to meet the informational, recreational, cultural, and community needs of the citizens of Lawrence County by collecting, organizing, and disseminating information as cost-effectively as possible.

Article III Board of Trustees

Members of the Library Board of Trustees are appointed by the court of the Common Pleas Court of Lawrence County in accordance with the provisions of Section 3375.06 of the Ohio Revised Code. The board of library trustees shall consist of seven members. They shall serve for a term of six years. All vacancies shall be filled by such court by appointment for the unexpired term. The members of the board of library trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their official duties.

Article IV Officers

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 subsequent organizational meeting. A member may serve as many terms as the Board deems necessary.

The President shall preside at all meetings of the Board, authorize calls for 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 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 laws and shall, in open meeting, determine and establish, in accordance with laws 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 and responsibilities of, and the personnel practices concerning librarians and other 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. The Director shall cause a compilation of all operating policies established by the Board to be prepared and kept up to date and to be distributed to the members of the Board and to appropriate members of the library staff and to be kept available to the public generally.

Article VI Meetings

The Board shall hold an organizational meeting in January of each year, at a time and place agreed upon by a majority of the members. At the annual meeting, the Board shall elect its Officers, appoint its Clerk/Treasurer 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. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

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 will permit.

- a. Roll Call
- b. Public Comment

- c. Disposition of Minutes
- d. Financial Report
- e. Director's Report
- f. Old Business
- g. New Business
- h. 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.

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 the latest edition of Robert's Rules of Order, Revised.

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 majority of the full membership of the Board in accordance with the Ohio Revised Code:

- a. A resolution to put a tax levy on the ballot.
- b. A resolution to purchase, lease, or dispose of real property.
- c. 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.

Article VII Board Committees

Board committees of one or more members each 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, such as the Long Range Planning Committee, or they may be on-going [Standing] committees for continuing purposes or projects of the Board. The standing committees shall include, but not be limited to [a] Personnel; [b] Buildings and Maintenance; and [c] Finance and Budget.

Members of Standing Committees shall serve from the time of their appointment until the organizational meeting of the Board, typically the first Board meeting of each calendar year. Ad Hoc Committees shall serve until the special purpose for which they were appointed has been fulfilled.

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.

Article VIII Conduct of Trustees

In order to promote the highest level of library service while observing ethical standards and to avoid situations in which personal interest might be served or financial benefits gained at the expense of the library and its users, the trustees of the Briggs Lawrence County Public Library shall have no conflicts of interest and will disqualify themselves from any action taken by the Board which may involve a conflict of interest.

Article IX Library Director and Staff

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, plant 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.

The Board shall elect and fix the compensation for the Clerk/Treasurer at its annual meeting, or at any other time when the position shall become 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, administering the Library's business office, approving all the expenditures, and in general, working with the Library Director in carrying out the policies of the Board.

The Board shall appoint one Deputy Clerk at its annual meeting or at any other time when the position shall become vacant. A Deputy Clerk/Treasurer shall act for the Clerk/Treasurer in his/her absence. The Clerk/Treasurer shall be bonded in the amount of \$250,000. The Deputy Clerk shall be bonded in the amount of \$50,000.

The Director shall have interim authority to dismiss employees without prior approval of the Board. Such action shall be reported at the next regular Board meeting and shall be confirmed or denied at that time.

Article X Finances

The Board's General fund Annual Appropriation Resolution empowers the Clerk Treasurer to expend the funds required for the operation of the library. Non-recurring or initial expenditures in excess of \$3000.00 but less than \$5000.00 shall be submitted by the Director or the Clerk Treasurer to the Board President and Finance Committee members for approval in the event there is an emergency or there is an opportunity for saving if action is taken. All expenditures in excess of \$5000.00 must be submitted to the Board for prior approval at a Regular or Special meeting.

Article XI Attorney

The Briggs Lawrence County Public Library Board of Trustees shall retain legal counsel, who may be called to attend meetings as requested by the Board.

Article XII Amendments

The by-laws may be amended by the majority 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.

