

By-Laws of the Wright Memorial Public Library Board of Trustees

ARTICLE I. NAME

This organization shall be called the Board of Trustees of Wright Memorial Public Library, conducting the business and assuming the responsibilities delegated to it under the provisions of the Ohio Revised Code, Section 3375.15 and other applicable provisions of the Chapter 3375, and operating as a school district public library.

ARTICLE II. MISSION

The Wright Memorial Public Library is a focal public place in the community that helps fulfill patron needs for information and entertainment materials, meets the learning needs of patrons on topics related to work, school and personal life; and encourages learning and intellectual growth from the earliest ages. The Library provides high levels of efficient, friendly personal service and fosters an atmosphere of intellectual liberty in the American tradition of free ideas.

ARTICLE III. ORGANIZATION OF THE BOARD

Section 1 - The officers shall be a president, a vice president and a secretary, elected from among the appointed trustees.

Section 2 - Officers shall serve one year from the date of the January meeting at which they are elected and until their successors have been duly elected. Rotation of terms of office is desirable.

Section 3 - The president shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees and generally perform all duties associated with that office.

Section 4 - 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.

Section 5 - The secretary shall keep, or see that there is kept, an accurate record of all meetings of the Board, appointing a recorder if necessary; and, with the president, shall sign all such minutes; and shall be responsible for other such duties as may be associated with the office.

Section 6 - At the annual meeting of the Board in January, the Board shall appoint a Fiscal Officer and a Deputy Fiscal Officer for terms of one year.

Section 7 - The Fiscal Officer shall be the disbursing officer of the Board, keep all financial records, have custody of all money and securities of the Library and shall disburse such funds as directed by the Board, and shall prepare the monthly required financial report to be presented to the Board at each meeting. The Fiscal Officer and the Deputy Fiscal Officer shall be bonded in an amount as required by the Board, the cost of said bond to be paid by funds from the Library. In the absence

or disability of the Fiscal Officer the Deputy Fiscal Officer shall perform the duties of the office.

Section 8 – Appointments to the Board of Trustees are made by the Oakwood Board of Education. A term is seven years. The Library Board of Trustees has adopted a procedure for recommending candidates to the Board of Education.

Section 9 –Members of the Board of Trustees are encouraged to voluntarily step down after two full consecutive terms to create opportunities for new leadership and broader community input.

Section 10 – Appointment to fill an unexpired term of four years or more shall be considered a full term for the purposes of Section 9 of this Article III.

ARTICLE IV. COMMITTEES

Section 1- The president shall appoint committees of trustees for such specific purposes as the business of the Board may require.

Section 2 - At least two months prior to the annual meeting of the Board of Trustees the president shall appoint a nominating committee, who will submit a slate of officers to be considered at the annual meeting.

Section 3 - There will be four standing committees: Personnel, Finance/Audit, Facilities, and Operations.

Section 4 - Each standing committee shall consist of three (3) Board members, one to be the chair. The Director and Board president shall be ex-officio members of all standing committees.

Section 5 -The president may appoint special committees as needed by the Board. These committees may include non-Board members.

Section 6 - No committee or Board member will have other than advisory powers.

ARTICLE V. MEETINGS

Section 1 - Meetings shall be scheduled each month at a regular time and place to be set by the Board each year at the annual meeting.

Section 2 - The annual meeting shall be held in January for the purpose of swearing in of trustees, election of officers and the appointment of the Fiscal Officer and the Deputy Fiscal Officer. The first item on the agenda shall be the swearing in of trustees and then the election of officers and the appointment of a Fiscal Officer and a Deputy Fiscal Officer.

Section 3 – Unless otherwise provided by law, a quorum for the transaction of business shall consist of four members of the appointed and voting members of the Board present in person.

Section 4 - Proceedings of all meetings shall be governed by a current edition of *Robert's Rules of Order*, and in accordance with the laws of the State of Ohio.

Section 5 - The order of business for regular meetings and any intervening special meetings may include, but not be limited to, the following items:

- a) Roll call of members
- b) Approval of minutes of previous regular meetings and any intervening special meetings.
- c) Financial report.
- d) Report of Director on service and library usage.
- e) Committee reports.
- f) Communications.
- g) Unfinished business.
- h) Public presentation to or discussion with Board.
- i) New business.
- j) Adjournment.

Section 6 - Special meetings may be called by the president of the Board or by any two members, by serving a written notice of the time and place of such meeting upon each member of the board at least two days prior to the date of such meeting, for the transaction of business as stated in the call for the meeting. Notice of special meetings called because of an emergency requiring immediate action by the Board shall be given by any reasonable means, including by telephone or by electronic mail, if the Board member has provided an electronic mail address for such notices.

Section 7 - Nothing in these By-Laws shall limit the right of the Board to meet in executive session in accordance with Section 121.22(G) of the Ohio Revised Code or applicable provisions of the law.

ARTICLE VI. LIBRARY DIRECTOR, FISCAL OFFICER AND STAFF

Section 1 - The Board shall appoint and set compensation for a Director, who shall be the executive and administrative officer of the Library and shall act on behalf of the Board, under review and management of the Board, within its policies and the confines of its objectives.

Section 2 - The Director shall have full charge of the operation of the Library, with the delegated responsibility from the Board for the appointment, supervision and dismissal of staff as defined in the Staff Manual adopted by the Board, for the selection and disposition of all materials, for the care and maintenance of the building and all equipment, for the efficiency of service to the public, and for the expenditure of funds within the appropriation approved by the Board.

Section 3 - The Director shall report regularly to the Board regarding operation of the Library, recommending action as needed or appropriate, and shall consult with the president concerning the agenda for each meeting of the Board.

Section 4 - The Board shall appoint and set compensation for the Fiscal Officer. The Fiscal Officer shall be responsible for the financial operation of the Library, accepting and disbursing funds and providing financial information to the Board.

Section 5 - The Board shall make an annual evaluation of the Director and the Fiscal Officer.

Section 6 - Members of the immediate families of Board members, Oakwood Board of Education members, or County Budget Commission members will not be considered for employment in the Library. "Immediate family" is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household.

ARTICLE VII. STATEMENT OF ETHICS

The Board subscribes to the Statement of Ethics endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985 as amended January 1989.

ARTICLE VIII. GENERAL

Section 1 - An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board, except when a 2/3 vote of the full membership of the Board is required by the Ohio Revised Code. The president may vote upon, move, or second a proposal before the Board.

Section 2 - 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 delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3 - Any rule or resolution of the Board whether contained in these By-Laws or otherwise may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which all members are present, and the majority shall so approve.

Section 4 - Persons interested in Library procedure and/or service, seeking information or having suggestions for better or additional service are invited to appear before the Board at its regular meeting, to present such proposals. Suggestions for definite change in Board procedure that would require Board action should be submitted in writing for Board consideration. A maximum of thirty (30) minutes of public participation will be permitted at each meeting, with each person being given five (5) minutes to speak. All visitors are to sign in. Those wishing to speak must indicate that intent on the sign-in sheet. Visitors will be recognized in the order in which they sign in. To speak, a visitor must arrive before the public participation portion of the agenda has been completed. A person may speak only once per meeting. The Trustees will listen and take all comments under advisement. The Secretary will keep track of the time.

Section 5 - All meetings of the Board are open to the public as required by the Ohio Sunshine Law, Section 121.22, of the Ohio Revised Code.

Section 6 - The Board shall obtain liability insurance for Board and staff members in the amount it deems necessary.

Revised and adopted by the Board of Trustees March 16, 2009