

# **Bylaws of the Marysville Public Library Board of Trustees**

## **Article I. Name and Location**

### **I Section A. The Library Board**

This organization shall be called the *Board of Trustees of the Marysville Public Library*. Its mailing address shall be: Marysville Public Library 231 S. Plum St. Marysville, OH 43040

### **I Section B. The Library**

The library shall be called *Marysville Public Library*.

Locations:

Main Library, 231 S. Plum St., Marysville, OH 43040

Raymond Branch, 21698 Main St., Raymond, OH 43067

## **Article II. Mission**

Provide Resources to Educate, Entertain, and Enrich our Diverse Community.

## **Article III. Membership**

The Marysville Public Library is organized as a School District Public Library. The library's Board of Trustees consists of 7 (seven) members, who are appointed by the Marysville Exempted Village School District Board of Education.

### **III Section A. Tenure and Qualifications**

Each library trustee is appointed to a 4 (four) year term. A trustee must be either a qualified elector of the Marysville Exempted Village School District or a qualified elector who resides outside of the Marysville Exempted Village School District but within Union County. By law, a majority of the trustees (at least four) must be qualified electors of the Marysville Exempted Village 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 Marysville Exempted Village School Board of Education.

All library trustees serve without compensation. Individuals are limited to 3 (three) 4 (four) year terms. 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 2 (two) years, the term will not count toward the 3 (three) term limit. If that term is more than 2 (two) years, it will count as one of the 3 (three) 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*.

### **III Section B. Attendance**

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.

### **III Section C. Filling Vacancies**

Vacancies on the Board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Board.

After review, the Board shall by resolution select a candidate for each vacant position and request that the Marysville Exempted Village School District Board of Education appoint that candidate as a trustee.

### **Article IV. Duties and Powers of the Board**

The Board of Trustees shall have all the powers and duties granted to it by law and detailed in *Ohio Revised Code* 3375.40. The Board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

- The appropriation and budgeting of funds.
- The establishment and maintenance of the library and library services.
- The acquisition, improvement, maintenance, insurance, use, and disposition of properties.
- The hiring, compensation, and responsibilities of, and the personnel policies concerning library employees.
- The selection, collection, lending, and disposition of library materials.
- The acceptance of gifts.

The policies approved by the Board shall remain in effect until changed or rescinded by further action of the Board. These policies shall be administered by library staff. The director shall maintain a file of all policies established by the Board for consultation and distribution as directed by the Board and as required by law.

The Board of Trustees shall be responsible for hiring the library director and appointing the library fiscal officer, and for ensuring that the director and fiscal officer carry out the policies of the library in an effective, efficient, and lawful manner.

In order to speak with a consistent voice, all news of Board actions or statements by the Board released to the media shall be made by the Board president or library director speaking for the Board. No one Board member, other than the president, shall speak for the Board unless directed to do so by a majority of Board members voting at a scheduled Board meeting.

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 Marysville Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

Board email- MPL Board, Director, and Fiscal Officer conducts all business of the library in the open, during public meetings in accordance with the Open Meetings Act.

To help facilitate communication with the public The MPL Board has one MPL based email address, [Board@marysvillelib.org](mailto:Board@marysvillelib.org). This email address is monitored by the Secretary of the Board. Public inquiries requiring a response should be sent only after the response is vetted by at

minimum members of the executive committee including input from the director.

Topic discussions, decisions, and action will not be conducted or taken electronically or via email and will only be conducted during open public meetings.

Trustees normally utilize personal email addresses. To help comply with Ohio Public Records law trustees should cc the MPL board email in all correspondence to ensure communications are documented and retained on servers accessible to MPL records. The subject line of the email should relate to the general topic at hand, for example: 2024 Budget Proposal, or Dates for 2024 Trustee interviews.

#### **Article V. Officers of the Board**

At the annual *organization* meeting the Board shall elect from its membership a president, vice-president, and secretary, each of whom shall serve a term of 1 (one) year, commencing immediately upon election and continuing to the election of officers at the next annual *organization* meeting. Nominations will open up during the *organization* meeting. Nominations can take the form of a slate of officers, or can be elected individually.

- No Board member shall hold more than 1 (one) office at a time.
- No Board member shall be eligible to serve more than 4 (four) consecutive years in the same office.
- Vacancies in office shall be filled by vote at a *regular* meeting of the Board as soon as possible after the vacancy occurs.
- The Board shall authorize at least 1 (one) officer of the Board to be a co-signer of checks over \$5,000 (five thousand dollars).
- The president and secretary shall sign any conveyance of real property.

#### **V Section A. President**

The president shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees, with the consent of the Board; execute all documents authorized by the Board; and perform all other duties generally associated with that office. The president may serve as an ex-officio voting member of all committees.

#### **V Section B. Vice President**

If the president is absent or unavailable, or declines to act in the capacity of his or her office, or if the office of president is vacant, the vice-president shall have all the powers and duties of the president except as otherwise provided by law.

#### **V Section C. Secretary**

The secretary shall preside at Board meetings in the absence of the president and vice-president. The secretary shall keep, or cause to be kept, a true and accurate record of meetings of the Board.

#### **Article VI. Board Meetings**

##### **VI Section A. Meeting Types**

The Board may hold meetings of several different types as described in *the Ohio Public Library Trustees' Handbook*. The Board will hold an *organization* meeting by January 31<sup>st</sup> of each year to elect officers, appoint a fiscal officer, and perform other administrative tasks. The *organization* meeting may be part of a *regular* Board meeting.

**VI Section B. Public Notice of Board Meetings**

The Board has established that the primary method of notification of the Board Meetings will be posting them on the library's website. Members of the public or news media who wish to be notified when a particular subject will be discussed at a meeting should inform the library director of their interest. The director will then make arrangements to give advance notice by email or telephone prior to the scheduled meeting; members of the public who wish to be notified by postal mail should provide the director with self-addressed, stamped envelopes for that purpose.

**VI Section C. Agenda**

The regular meeting agenda is prepared at least 5 (five) working days before the upcoming *regular* Board meeting. It is prepared by the director in consultation with the fiscal officer and Board president.

**VI Section D. Quorum and Rules of Proceedings**

The quorum necessary for the Board to transact business shall be 4 (four) members. Lack of a quorum will automatically adjourn a Board meeting. Meetings of the Board will follow parliamentary procedures as outlined in *Roberts Rules of Order*, latest edition, when not inconsistent with these bylaws.

Except when a larger majority is required by law, an affirmative vote of the majority of trustees present at a meeting at which a quorum exists shall be necessary to approve any action before the Board. The president may make or second a proposal before the Board, may participate fully in discussions, and may vote upon all proposals. Each Board member shall have 1 (one) vote.

**VI Section E. Suspension of Rules**

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be done only at a meeting at which a quorum exists, at least 4 (four) trustees are present, and a majority of the quorum agrees to the suspension.

**VI Section F. Executive Session**

The Board may enter into executive session for purposes as described in the *Ohio Open Meetings Act*. The motion to hold an executive session shall state the purpose of such a session, and the motion must be approved in open meeting in a roll call vote by a majority of the quorum of the Board.

**VI Section G. Public Participation**

The Board of Trustees is always interested in the opinions of the public it serves. In order to insure well-organized and efficient board meetings, and provide opportunities for multiple members of the public to express their opinions, the Board of Trustees may be required to limit the amount of time each member of the public may speak. Those limitations will be announced at the beginning of any meeting where this is necessary, and will apply to each member of the public.

**VI Section H. Virtual Meetings**

The Board may conduct All-Virtual or Partial-Virtual meetings. These meetings will be governed by the rules provided in ORC §121.221.

## **Article VII. Committees**

The standing committees of the Board shall be Executive Committee, Operations and Finance Committee, and the Planning and External Relations Committee. Ad hoc or temporary committees may be appointed and charged with specific tasks by the Board president as required; such committees are automatically dissolved upon completion of the assigned tasks. Trustees are appointed to committees by the president with the consent of the Board. Committees serve an advisory role and make recommendations to the Board; a committee has no other power, unless, by suitable action of the Board, it is granted a specific power to act. All committee actions are subject to approval by a majority of the Board. In general, committees will work in conjunction with the director and fiscal officer.

### **VII Section A. Executive Committee**

The Executive Committee shall consist of the officers of the Board of Trustees. The Executive Committee shall have the power to advise the library director on matters of policy and provide guidance and advice to other committees of the Board, in the absence of the Board. The Executive Committee has no authority to take any action that, by applicable law, is reserved to action by the Board as a whole.

A. Purpose – Oversee effective operation of Board of Trustees

B. Members

1. Vice president – Chairperson
2. Member – Chairperson of Planning and External Relations Committee
3. Member – Chairperson of Operations Committee

C. Duties

1. Coordinate all committee efforts
2. Set and test trustee standards
3. Recruit new trustees
4. Evaluate director's performance
5. Evaluate fiscal officer's performance

D. Meetings – 1 meeting a month or as needed

### **VII Section B. Operations and Finance Committee**

A. Purpose – Monitor and assess library's operating performance

B. Members: 3 (three) appointments made by the president

C. Duties:

1. Oversee personnel activities of the library
2. Oversee building and grounds activities
3. Monitor library performance (statistics)
4. Works with fiscal officer for monthly appropriations
5. Review proposals and participate in awarding contracts
6. Review and develop policies
7. Review annual tax budgets and appropriations
8. Review audit reports

D. Meetings – 1 meeting a month or as needed

### **VII Section C. Planning and External Relations Committee**

A. Purpose – Monitor and assess library's strategic performance

B. Members: 3 (three) appointments made by the president

C. Duties:

1. Work with levy committee

2. Work with director/staff to develop and execute a strategic plan
  3. Prepare annual planning calendar – from strategic plan
  4. Review PR that promotes the library’s vision and mission
  5. Review a list of grants the staff may be working on
  6. Develop financial resources
- D. Meetings – 1 meeting a month or as needed

**Article VIII. Library Director**

The Board shall appoint and fix the compensation of the library director. 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 library director has the authority to administer, and is responsible for, the care of all buildings, furnishings, and equipment; for the employment and direction of library staff; for the selection, acquisition, and disposition of library materials; and for maintaining excellent library service.

The director shall serve at the discretion of the Board. His or her employment shall be defined by the position’s job description and governed by the policies of the library as adopted by the Board of Trustees.

**Article IX. Fiscal Officer**

The Board shall appoint and fix the compensation of the fiscal officer. The fiscal officer is the library’s chief financial officer and acts as the Board’s financial agent in library matters. The fiscal officer shall administer and manage the funds of the library in accordance with law and with the objectives and policies adopted by the Board and under the direction and review of the Board. The fiscal officer has the authority to administer, and is responsible for, the receipt, deposit, and expenditure of funds; the internal control of library expenditures; and the documenting and reporting of financial activity.

All checks issued by the library for amounts greater than \$5,000 (five thousand dollars) must be signed by the fiscal officer and at least 1 (one) Board officer that has been authorized to co-sign checks over \$5,000 (five thousand dollars); or by 2 (two) Board officers that have been authorized to sign checks over \$5,000 (five thousand dollars.).

The fiscal officer shall serve at the discretion of the Board and is appointed for a one-year term at the annual *organization* meeting of the Board of Trustees. His or her employment shall be defined by the position’s job description and governed by the policies of the library as adopted by the Board of Trustees.

**Article X. Ethics**

The 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<sup>1</sup>

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- 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 statement between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- 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 library Board responsibilities are expected to perform all of the functions of library trustees.

*<sup>1</sup>Adopted by the Board of Directors of the Public Library Association, July, 1985.*

*Amended by the Board of Directors of the American Library Trustee Association, July, 1988.*

*Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.*

### **Article XI. Amending of Bylaws**

The Executive Committee shall review these bylaws annually and recommend changes to the Board when necessary.

These bylaws may be amended at any Board meeting by the affirmative vote of a majority of the full membership of the Board of Trustees provided that a notice of the proposed amendment shall have been included in the agenda for the meeting.

### **Article XII. Indemnification**

Members of the Board of Trustees are covered by the library's *Marysville Public Library's insurance policy coverage, e.g. Errors and Omissions Policy; Director's and Officer's Liability Policy*, including their liability resulting from either institutional or individual lawsuits.