

# 1.3. Board of Trustee By-Laws

Policy Approval Date: 11/9/2023

Effective Date: 12/24/2023

- I. Name
  - a. The library shall be known as Oberlin Public Library.
- II. Establishment
  - a. The Oberlin Public Library is organized as a free municipal library in accordance with the Ohio Revised Code (3375.12). All powers of the Oberlin Library Board are vested in the Board as a whole and not in the individual board member(s). No individual member has the power to act on behalf of the Board unless so authorized by the Board itself.
- III. Duties of the Board
  - a. The Board shall have the control and management of the library according to statutes. The Board of Trustees is vested by the public with the following responsibilities:
    - i. Hiring a director and fiscal officer and evaluating their performance
    - ii. Setting an annual library budget and considering long-range fiscal planning
    - iii. Establishing and maintaining library policies
    - iv. Overseeing the creation of library staffing positions
    - v. Serving as public advocates of the library
- IV. Compensation
  - a. The members shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.
- V. Meetings
  - a. At the organizational meeting the Board shall set the annual calendar for regularly scheduled Board meetings. The Board shall hold no fewer than 10 regularly scheduled meetings each year. The library year shall be considered as extending from the January meeting of one year to the January meeting of the next year.
  - b. Special meetings may be called by the fiscal officer or director, on oral or written request of the president, or on oral or written request of any two members of the Board.
  - c. Public participation will be scheduled for each regular meeting of the Board. Visitors' comments will be entertained during the designated time for public participation at each Board meeting; individual

comments will be limited to 3 minutes each for the sake of conducting business in a timely fashion. Each speaker will give his/her name and address. At the end of each visitor's comments, Board members may ask questions or comment.

VI. Notice of Meetings

- a. The fiscal officer or director shall give notice of regular, special, and committee meetings to all Board members and local media requesting notice either in writing, by telephone, or email at least 24 hours prior to the meeting in accordance with the Sunshine Laws of the State of Ohio.

VII. Organizational Meeting

- a. The Board shall annually hold an organizational meeting in December of the previous year or prior to January 15 in the current year. A president, vice president and secretary shall be elected by majority vote; the term of office being one year or until their successors shall be elected.
- b. At the same meeting the Board shall appoint and fix the compensation of the fiscal officer and director.

VIII. Conduction of Business: Quorum and Voting

- a. Four members present shall constitute a quorum. All members, including the president, shall have one vote.
- b. Except as may be required by law, all actions of the Board shall require an affirmative vote of a majority of the quorum. The fiscal officer shall perform the roll call.
- c. Where a quorum is present, several members' refusal to vote is not sufficient, even if a majority, to defeat the action of those actually voting.
- d. *Robert's Rules of Order* shall be used as the guideline for conducting the meetings of the Board except in cases specified by Ohio law or these by-laws.

IX. Executive Session

- a. The Board may hold executive session only after a majority vote of the Board quorum. The purpose of the executive session must be stated in the motion to hold executive session and be included in the meeting minutes.

X. Officers

- a. The president shall preside at all meetings. They shall be an ex-officio, non-voting member of each Board subcommittee. They shall co-sign all checks as the Board may authorize. The president (and fiscal



officer) may adopt a facsimile or electronic signature in lieu of a manual signature.

- b. The vice president shall, in the absence of the president, preside at the meetings of the Board, and in the case of ill health, resignation or removal of the president, shall perform those duties necessary until a president is elected to serve the unexpired term. The vice president may sign checks in the absence of the president.
- c. The secretary shall be responsible for correspondence originating directly from the Board. The library fiscal officer shall be responsible for recording the minutes of regular Board meetings unless delegated to the secretary or other agent. The secretary may sign checks in the absence of the president.

#### XI. Committees

- a. There shall be standing committees of no fewer than two members each. Other committees shall be appointed as necessary. The committees shall be appointed by the president and shall be named annually during the organizational meeting. The standing committees shall be 1) Building, Finance, and Audit; and 2) Personnel.
- b. The Building, Finance, and Audit Committee will work in conjunction with the fiscal officer and the director to advise the Board on the library's budget, appropriations, funds, investments, and finances. They shall also work with the director as needed on matters concerning improvements to and condition and maintenance of the library building(s) and grounds.
- c. The Personnel Committee shall be an advisor to the Board and the director on objectives and policies relating to personnel practices and standards. They shall evaluate the library director and the fiscal officer annually or recommend to the Board that such evaluations are prepared by the Board as a whole.
- d. The appropriate committee shall consider matters and report their conclusions to the Board. No action of a committee shall be deemed binding until approved by the Board unless authority has been previously given as shown in the minutes.

#### XII. Library Administrative Staff

- a. Director
  - i. The director shall be the administrator of all library services. They shall make recommendations and submit a report of the operation of library services for regular Board meetings.

- ii. The director shall operate the library within the terms of the budget and in accordance with the job description, or as directed by the Board.

b. Fiscal officer

- i. The fiscal officer shall be responsible for all library funds held by the Board and shall with the president and/or their agent co-sign all checks, keep exact account of all money received, report the amounts to the Board at its regular monthly meetings, deposit all money received to the credit of the Board, and perform other duties as usually pertain to the position or as directed by the Board.
- ii. The fiscal officer (and Board president) may adopt a facsimile or electronic signature in lieu of a manual signature. The fiscal officer may remit expenditures online for efficiency purposes or as required by vendors or entities.
- iii. In accordance with ORC § 9.38 all public money received by the library will be kept in a secure place by the fiscal officer or their designee. All monies received by the fiscal officer for library purposes shall be placed in a depository designated by the Board in accordance to state law. Moneys exceeding One Thousand Dollars (\$1,000.00) will be deposited on the next business day. Daily receipts that accumulate to \$1,000.00 or less will be deposited within three (3) business days. Funds that are not deposited within twenty-four (24) hours will be secured/safeguarded until they can be deposited. The fiscal officer is responsible for ensuring this process.
- iv. The fiscal officer shall render a report to the Board monthly showing revenues and expenses. At the end of each fiscal year, the fiscal officer shall submit to the Board a complete financial statement showing in detail the receipts and expenditures for the entire fiscal year.

XIII. Library Policies

- a. The Board shall adopt library policies including policies for the administration of Board business, personnel policies, and operations of the library.
- b. Any policy that is in conflict with new or amended law, statute, rule or legal opinion shall be null and void.
- c. A copy of library policies shall be issued to every Board member.

- d. Policies may be changed by vote of the Board at any meeting, prior notice having been given to Board members at least 24 hours prior to the meeting.
- e. All library policies shall remain in effect until superseded or expressly abolished by board action.