



BYLAWS OF THE BOARD OF TRUSTEES
Adopted April 24, 2003; revised January 23, 2014.

Article I - Name

This organization shall be called "The Board of Trustees of the Barberton Public Library," existing by virtue of the provision of Chapter 3375 of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Mission

"The Barberton Public Library will promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests." (Mission statement adopted by the Board of Trustees on June 28, 2012.)

Article III – Appointment of Board Members

Section 1. The Barberton Public Library has been established by resolution adopted by the Barberton Board of Education. The library shall be under the control and management of a Board of Library Trustees, consisting of seven members. No one is eligible to membership on such Board of Library Trustees who is or has been for a year previous to his/her appointment a member of a Board of Education making such appointment.

Section 2. A majority of such trustees shall be qualified electors of the school district, but a minority may be qualified electors of the county who reside outside the school district, and all shall be appointed by the Board of Education of the school district. Such trustees shall serve for a term of seven years without compensation.

Section 3. All vacancies on such board of Library Trustees shall be filled by the Board of Education for the unexpired term. The Board of Education shall make appointments to the Board of Library Trustees not later than forty-five days after the date a member's term expires or after the date a vacancy occurs, whichever is applicable. If the Board of Education does not make an appointment by that time, the appointment shall be made within the next fourteen days by the probate court of the county in which the library is situated. (O.R.C. 3375.15) Such Board of Library Trustees shall organize in accordance with Section 3375.32 of the Ohio Revised Code.

Section 4. Such Board of Library Trustees shall have the control and management of the school district free public library and in the exercise of such control and management shall be governed by sections 3375.33 to 3375.41, inclusive, of the Ohio Revised Code.

Article IV – Officers

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

Section 2. Nominations shall be made from the floor. In the event of a vacancy in the office of the vice-president or secretary, the president shall immediately upon acceptance of a letter of resignation or notice of vacancy accept nominations from the floor to fill said vacancy.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. Any officer may succeed himself/herself for an additional one year term.

Section 4. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, co-sign all checks prepared by the fiscal officer, serve as ex-officio member of all committees, and generally perform all duties associated with that office.

Section 5. The vice-president, in the event of the absence or disability of the president, or a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall be responsible for keeping a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Board may appoint a staff member as a clerk to complete one or another of these duties, but the ultimate responsibility for their maintenance still rests with the secretary.

Section 7. The Board shall annually employ a fiscal officer who shall be the disbursing agent of the Board, preparing and co-signing all checks, and performing such duties as generally devolve upon the office, and in accordance with the laws of the State of Ohio. The fiscal officer shall be bonded in an amount as may be required by a resolution of the Board.

Section 8. The Board may annually employ a deputy fiscal officer, who is a full-time staff member, bonded in an amount as may be required by a resolution of the Board.

Article V – Meetings

Section 1. The regular meetings shall be held each month. The annual organization meeting shall be in January. Meetings shall be the fourth Thursday in January through October, and the third Thursday in November and December, unless otherwise ordered by the Board via a resolution changing a single regular meeting.

Section 2. All regular or special meetings shall be open meetings, that is, open to the public, except for executive sessions, in accordance with all of the provisions of the Ohio Revised Code, Section 121.22. Executive sessions are permitted for some consideration of employee issues, purchase or sale of property, legal conferences, bargaining sessions, security details, or matters required by other statutes to be confidential. A majority of the members must vote to hold an executive session to discuss certain announced topic(s).

Section 3. Specialized agendas

- a. The annual meeting shall be for such purposes as election of officers, review of the annual reports, consideration of re-employment of the fiscal officer and deputy fiscal officer, and approval of organizational details, as well as regular meeting agenda.
- b. The December meeting is adjourned until January, so that the conclusion of business for the year can occur during the continuation of the meeting, held just prior to the annual meeting.

Section 4. 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 circumstance will permit:

- a. Call to order
- b. Public presentation to, or discussion with, the Board from individuals or delegations
- c. Disposition of minutes of previous regular meetings and any intervening special meetings(s)
- d. Report from the director
- e. Report from the fiscal officer
- f. Committee reports
- g. Communications
- h. Unfinished business
- i. New business
- j. Adjournment

Section 5. Special meetings may be called by the secretary at the direction of the president, fiscal officer, or at the request of two Board members, for the transaction of business as stated in the call for the meeting, provided, however, that written notice of the time and place of any special meeting must be mailed to all members of the Board of Trustees at least three (3) days prior to the time of the special meeting. The written notice must be signed by the officer, fiscal officer, or members calling the meeting. Notices should provide reply forms or phone instructions for the Board members to indicate their plans for attendance.

Section 6. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.

Section 7. Conduct of meetings: Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

Section 8. The public shall be notified of regular trustee meetings by posting notice of the date, time, and place on the Barberton Public Library bulletin board seven (7) days prior to the meeting. The public shall be notified fifteen (15) days after the January annual meeting by submitting a schedule of the monthly meetings for the year to the local newspaper, and by posting a schedule on the library bulletin board. The public shall be notified of special meetings by posting a copy of the written notice, three (3) days prior to the special meeting, except, in the event of an emergency requiring immediate official action, said notice shall be posted immediately after the meeting is scheduled.

Article VI – Duties of the Board

The responsibility of the Board is to set policy and oversee all operations of the Barberton Public Library. Duties include the following:

1. Employ, evaluate, and/or dismiss the library director and fiscal officer; employ and/or dismiss the deputy fiscal officer; and approve appointment of staff.
2. Approve personnel policies, salaries, benefits, and criteria for evaluations
3. Establish written policy
4. Work to secure adequate funding
5. Approve budget and transfers as needed
6. Authorize investments and expenditures
7. Oversee the provision and maintenance of
 - a. Facilities
 - b. Library Materials
 - c. Services
8. Develop and monitor a long range plan
9. Participate in a planned program of publicity and public relations
10. Provide for training of staff

Article VII – Library Director and Staff

Section 1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the Board the positions and duties of all employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, and for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limits of the budgeted appropriation.

Section 2. The director shall supervise the employment process (except the fiscal officer) of all employees and report all changes to the Board. Confirmation of all employees is at the discretion of the Board.

Article VIII – Committees

Section 1. The president shall appoint committees of one or more, but not to exceed three (3) members each, for such specific purposes as the business of the Board may require from time to time.

Section 2. All committee meetings shall be open meetings, that is, open to the public except for executive sessions, in accordance with all of the provisions of the Ohio Revised Code 121.22. The public shall be notified by posting notice of the date, time, and place on the Barberton Public Library bulletin board three (3) days prior to the meeting.

Section 3. Much of the investigative and discussion work of the Board is done in committee meetings. Therefore, it is the responsibility of the members to make every effort to attend and to participate in meetings of the committees to which they are assigned.

Section 4. All committees shall make a progress report to the Library Board at each of its meetings.

Section 5. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article IX – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The Bylaws may be amended by a majority vote of all members of the Board, provided written notice of the proposed amendment shall be distributed to all members at least seven (7) 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 the Bylaws 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 2/3 of the members of the Board shall be present and 2/3 of those present shall so approve.

Section 4. Failure of a member of the Board to attend three (3) consecutive meetings shall be deemed a tender of his/her resignation for the Board unless his/her absence is excused by said Board.

Article X – Ethics

The Board of Trustees shall adhere to applicable statutes of the Ohio Ethics Law and the rulings of the Ohio Ethics Commission.