

HURON PUBLIC LIBRARY
MISSION STATEMENT
BOARD OF TRUSTEES
BYLAWS

Amended 5/9/2012

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CHAPTER 1 PURPOSE AND MISSION STATEMENT

- 1.01 **Library Purpose** The Huron Public Library exists to provide to the City and to Erie County free and public access to a variety of information and to encourage intellectual and cultural pursuits within this area. With continuous sensitivity to the changing needs of the community, the Library adapts its services to meet these needs.
- 1.02 **Library Mission Statement** The Library exists to provide to the City and Erie County free and public access to the widest possible variety of information and to encourage the existence of intellectual and cultural life within this area. With continuous sensitivity to the changing needs of the community, the Library adapts its service to meet these needs.

CHAPTER 2 BOARD OF TRUSTEE BY-LAWS

The governance of the Huron Public Library [Library] is vested in a Board of Trustees [Board], seven in number, who possess a collective authority when functioning as a quorum. The Board shall be responsible for the formation of the policies germane to the existence, administration, maintenance, and improvement of the Library. Governance of the Board is controlled by its by-laws.

2.01 **Name** This organization shall be called "The Board of Trustees of the Huron Public Library" existing by virtue of the provision of O.R.C. § 3375.15, which provides the statutory authority for the Board's actions.

2.02 **Officers** The officers shall be a President, a Vice President and a Secretary elected from among the appointed trustees at the annual meeting of the Board. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, 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 at a vacancy in that office, shall assume and perform the duties and function of the president. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

2.03 **Meetings** The regular meetings shall be held each month, the date and hour to be set by the Board. The Clerk of the Board is responsible for notifying the public of the dates and times of all regular and special meetings, in accordance with O.R.C. §121.22. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

a. **Order of Business** 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:

1. Roll call of members
2. Approval of Minutes

3. Communications
 4. Director's Report
 5. Fiscal Officer's Report
 6. Committee Reports
 7. Unfinished Business
 8. New Business
 9. Adjournment
- b. **Special Meetings** Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. A special meeting will have no less than 24 hours notice to the general public unless exigent circumstances make such notice impossible, in which case prior notice is required without time limit.
- c. **Quorum** A quorum for the transaction of business at any meeting shall consist of a majority of the current Board members.
- d. **Roll Call and Voice Votes**
- 1) The following circumstances will require a roll call vote: opening and adjourning the board meeting; going into executive session; approval of all contracts; and expenditures over \$25,000; resolutions requiring Board members names be listed; and budgets.
 - 2) The following will require a voice vote; approval of minutes; approval of contracts; and, expenditures between \$5,000 and \$25,000.
 - 3) The Director is authorized to spend up to \$1,000 without Board approval. Amended 5/9/2012
- e. **Robert's Rules of Order** Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

2.04 **Library Director and Staff** The Board shall appoint a qualified Library Director [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 appointment and specify the duties of the other employees. The Director shall be held responsible for the proper direction and supervision of the staff; for the care and maintenance of library property; for an adequate and proper selection of library materials in keeping with the stated policy of the Board; for the efficiency of library service to the public; and, for the Library's financial operation within the limitations of the budgeted appropriations.

2.05 **The Fiscal Officer** The Fiscal Officer, appointed annually by the Board, shall have charge of all library funds and income; shall sign checks after authorization by the Board; shall make a monthly report on the state of the funds; shall prepare and submit an annual report in writing, and will publish notice of its availability as required by State law; shall prepare the annual budget with the participation of the Director; and, shall generally perform all duties associated with that office. The Fiscal Officer shall also serve as the Clerk of the Board under the direction of the Director. The Fiscal Officer shall be bonded by a resolution of the Board. The Fiscal Officer will take the Oath of Office administered by the Board President after appointment. (See **EXHIBIT A: OATH OF OFFICE OF FISCAL OFFICER**)

2.06 **Committees**

- a. **Appointment of Committees** The President shall appoint committees of one or more members each for such specified purposes as the business of the Board may require from time to time. Each member is expected to serve on a least one committee
- b. **Standing Committees** The standing committees of the Board are personnel, and finance/audit. The Personnel Committee shall be responsible for general direction of personnel matters which come before the Board. The finance committee shall be responsible for examining and presenting budgets and appropriations to the Board and for general review of other financial matters which come before the Board.
- c. **Ad Hoc Committees** The Board President may create Ad Hoc committees for special needs of the Board. Ad Hoc committees, i.e., fundraising, policy review, etc., created for special purposes, shall be considered discharged upon the completion of the purposes for which it was appointed upon a final report to the Board.
- d. **Committee Reports** All committees shall make a progress report to the Board at each of its meetings.
- e. **Authority of Committees** No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

2.07 **General Trustee Matters**

- a. **Affirmative Votes and Abstention** 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. Members of the Board shall abstain where a direct personal interest would cause a conflict with general Library matters as individually determined by the Trustee. A member is not allowed to explain his vote during the actual voting. All such matters shall be

reserved to the discussion of the matter before the Board prior to the actual vote.

- c. **Suspension of the Rules** 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 a quorum of the members of the Board shall be present and one more than simple majority of that quorum shall so approve by roll call vote.

2.08 **Trustee Selection Process**

- a. **Trustee Resignation or Inability to Serve** In the event of resignation or inability to serve as a trustee, the vacancy of the trustee position will be filled by the following actions to recruit candidates using the following methods:
 1. Send news releases to local newspapers
 2. Solicit referrals from current Board members and staff
 3. Contact community agencies, boards, and organizations
 4. Post vacancy in the Library and its website

- b. **Procedure for Appointment of Trustee** The following procedure is used for the appointment of a new trustee:
 1. An application form and job description will be provided at the Circulation Desk and on the website for all interested citizens.
 2. Timelines will be determined for the return of applications so that an inordinate time is not taken to complete the task of appointment.
 3. The Board will determine which demographic and/or skills are needed at the present time by the Board.
 4. The Personnel Committee of the Board will review all applications, considering the needed skills
 5. Applicants distinguished as being most qualified as potential trustees will be scheduled for personal interviews with the Board president and Personnel Committee.
 6. The Personnel Committee will submit to the full Board for their study copies of the applications of those to be interviewed. The name of the person to be recommended for appointment will be presented to the full Board for approval through a formal vote.
 7. The name approved by Library Board vote will be forwarded to the Huron City Board of Education for legal appointment to the Board. The new trustee will take the Oath of Office as administered by the Board President at the meeting next

following approval of the trustee by the Huron City School Board. (See **EXHIBIT B: OATH OF OFFICE OF TRUSTEE**)

8. The newly appointed trustee will be given approved introductory training for the role of trustee by the Board President and Director.

(See **EXHIBIT C: JOB DESCRIPTION FOR LIBRARY TRUSTEE**)

2.09 Trustee Emeritus Board Member

- a. **Establishment of Emeritus** Trustee Status. In recognition and appreciation of their efforts, the Board hereby establishes "Emeritus Trustee Status" for retired members who meet the conditions outlined below.
- b. **'Emeritus Trustee' Defined** Emeritus Trustees are defined as those retired Board members who have served with distinction for fifteen (15) or more continuous years and have retired from the Board.
- c. **Emeritus Trustee Election** All candidates shall be nominated by a member of the current Board and confirmed by a majority of the Board.
- d. **Emeritus Trustee Privileges** Emeritus Trustees have the following privileges:
 1. Invited to all board meetings and library events
 2. Receive board packets if desired
 3. Allowed to participate in open deliberations of the Board in non-voting status
 4. Can serve on committees that report to the Board
 5. Name is included in all library publications that list the names of the current Board.

CHAPTER 3

AMENDMENT OF BYLAWS

3.01 **Amendment of Bylaws** The by-laws may be amended by the majority of all members of the Board provided notice of the proposed amendment shall have been served upon all members at least ten days prior to the meeting at which such action is proposed to be taken. "Served upon" means sent by mail, hand-delivered, or, electronic mail with read receipt box checked. Amended 5/9/2012; formerly 2.07.b.

EXHIBIT A
HURON PUBLIC LIBRARY
FISCAL OFFICER'S OATH OF OFFICE

State of Ohio)
)ss
County of Erie)

I, _____, do solemnly swear (or affirm) that I will support, protect and defend the constitution of the United States and the constitution of the State of Ohio, and that I will discharge the duties of my office of the Fiscal Officer of the Board of Trustees of the Huron Public Library with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my nomination or appointment, except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office than the compensation allowed by law. So help me God.

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public

My Commission expires: _____

EXHIBIT B
HURON PUBLIC LIBRARY
BOARD TRUSTEE OATH OF OFFICE

State of Ohio)
)ss
County of Erie)

I, _____, do solemnly swear (or affirm) that I will support, protect and defend the constitution of the United States and the constitution of the State of Ohio, and that I will discharge the duties of my office of Board Trustee of the Huron Public Library with fidelity So help me God.

Signature

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public

My Commission expires: _____

EXHIBIT C
HURON PUBLIC LIBRARY
BOARD TRUSTEE JOB DESCRIPTION

In General:

- Library trustees are nominated by the Board of Trustees and appointed by the Board of Education of Huron Public School District
- Each trustee, unless completing a term of a former trustee, serves a seven [7] year term and may be appointed to future seven [7] year terms
- The trustee serves without compensation
- The Board of Trustees meets monthly at a designated time and place as notice in the bylaws.
- All meetings of the Huron Board of Trustees and its standing or ad hoc committees are open to the public.

The Huron Public Library Trustee has the following responsibilities:

- Plan and approve the Library annual budget and appropriations
- Advocate for the Library in the Community
- Establish and approve Library policies
- Work to secure necessary funding to operate the Library
- Engage in short and long range planning to secure the future of the Library and its mission
- Be familiar with the laws governing Ohio school district libraries and other legislative issues.

The Trustees have the following duties:

- Attend all Board meetings and participate appropriately
- Read Board minutes and other materials sent out prior to each Board meeting
- Become informed about Library operations
- Serve on at least one standing committee, Personnel, Finance or Fundraising
- Lend expertise and leadership to the Board for the good of the Library
- Actively participate in workshops and activities
- Participate in fundraising and public Board activities
- Visit the Library on a regular basis and become acquainted with Library services and programs through usage

Trustee Qualifications

- Must be at least 18 years old and reside in the Huron City School District

- Must possess a true sense of the Library's enormous importance to the economic, social and educational life in the Community
- Have an appreciation for the Library and a desire to provide the best possible library services for the Community
- Have the time, energy and dedication to serve as a Trustee

Skills, Beliefs and Abilities

- The ability to work with people and communicate effectively
- The belief in the importance of intellectual freedom
- The ability to express opinions effectively
- The skill to maintain an open mind coupled with respect for the opinions of others
- The ability to plan creatively
- The ability to analyze the business and administrative procedures of the Library

Accountability

- Accountable to the taxpayers and individuals served by the Huron Public Library
- Accountable to the taxpayers and individuals served by the Huron Public Library