

STOW-MUNROE FALLS PUBLIC LIBRARY

MANUAL OF LIBRARY POLICIES

By-Laws
Board of Trustees

BOARD OF TRUSTEES 2004

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MANUAL OF LIBRARY POLICIES

BY-LAWS – BOARD OF TRUSTEES

ARTICLE I: Name and Location

Resolution No. 040928-7

The official name of the library shall be the “Stow-Munroe Falls Public Library”.
Where and when appropriate in the publications of the library, it shall be indicated that the library district is the Stow-Munroe Falls City School District, serving the cities of Stow and Munroe Falls, Ohio.

(Refer to the provision of Chapter 3375 of the Laws of the State of Ohio.)

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ARTICLE II: Mission Statement and Objectives

Resolution No. 040928-7

The Mission of the Stow-Munroe Falls Public Library is to provide excellence in library service to all who seek access to information and recreational, educational and cultural materials of any format. It also aims to promote the well-being of the communities through programs and cooperative efforts with other community agencies, public and private.

The Stow-Munroe Falls Public Library will help create a community where ideas, culture and knowledge thrive by providing materials, equipment and services to all people.

The objectives of the library are to provide significant books and other printed or recorded materials; organize materials to facilitate their use; provide guidance and aid to people in their use of the library's resources; and promote through the facilities, the continued self-development of the public in the direction of cultural, creative, educational and recreational goals.

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ARTICLE III: Policies and Guidelines

Resolution No. 040928-7

Section 1. Policies

The Board of Trustees shall have all of the powers granted to it by law and shall, in open meeting, determine and establish, in accordance with law, the basic policies of the library with respect to (a) the appropriation and budgeting of funds; (b) the establishment and maintenance of the library and library services; (c) the acquisition, improvement, maintenance, insurance, use and disposition of properties; (d) the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees; (e) the selection, collection, lending and disposition of books and other library materials; and (f) the acceptance of gifts.

The policies so determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director and the Fiscal Officer shall cause a compilation of all operating policies established by the Board to be prepared and kept up-to-date and to be distributed to the members of the Board and to appropriate members of the library staff, and to be kept available to the public.

Section 2. Guidelines

Background

The Stow-Munroe Falls Public Library Board of Trustees is responsible to see that the library is operated in an efficient and productive manner. This operation is under the administrative guidance of the Director, who is hired by the Board. The Director interprets the policies of the Board to assure that the needs and expectations of the taxpayers, the patrons and the employees are being met in the best possible way. The Board should not become directly involved in the library's operations.

The Board expresses its views in the policies it adopts. A Board member should voice his or her opinion and views openly. Each member brings a different personal experience to the Board and each person's opinion should be expressed and listened to carefully before Board action is taken. Once the Board has adopted a policy officially, however, it is the responsibility of each Board member to accept and support that policy.

Statement of Responsibilities for Library Trustees

Trustees who accept appointment to the Stow-Munroe Falls Public Library Board of Trustees are expected to perform the duties and responsibilities of a trustee. These duties and responsibilities include preparing before and attending regularly scheduled board meetings, attending assigned committee meetings, offering opinions on issues before the Board, and otherwise meet the obligations set out in the Board of Trustees By-Laws.

Trustees must promote the highest level of library service while observing ethical standards.

A Trustee must disqualify himself or herself immediately from decision making on an issue whenever the appearance of a conflict of interest exists.

A Trustee must be prepared to support to the fullest the efforts of the librarians in resisting censorship of library materials by groups or individuals.

A Trustee must respect the confidential nature of library business while being aware of and in compliance with Ohio's freedom of information act.

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ARTICLE IV: Officers

Resolution No. 040928-7

A. Election

At the regular meeting in December of each year, the Board shall select from its membership a President, a Vice President and a Secretary who shall serve for a term of one year commencing January 1. A nominating committee consisting of three members shall be appointed by the President in October. The committee shall present a slate of officers at the December meeting. Additional nominations may be made from the floor. Voting for officers will take place by secret ballot, unless the Board proceeds by acclamation.

At the organizational meeting of the Board of Trustees conducted in January of each year, the Board shall elect and fix the compensation of a Fiscal Officer, who may be a member of the Board of Trustees and who shall serve for a term of one year. A Deputy Fiscal Officer, who may be a member of the Board of Trustees, shall also be elected to serve for one year. Each officer shall have the powers and duties prescribed by the Ohio Revised Code these by-laws or by special action of the Board to the extent that these by-laws or actions are consistent with the law of Ohio.

B. Fiscal Officer

The Fiscal Officer shall be the treasurer of the library funds. Before assuming the duties, a bond shall be executed in the amount and with a surety to be approved by the Board, payable to the Board and conditioned for the faithful performance of the official duties required by the Fiscal Officer. All monies received by the Fiscal Officer for library purposes shall be immediately placed in a depository designated by the Board. The Fiscal Officer shall keep an account of the funds credited to the Board upon such forms as are prescribed and approved by the Ohio Bureau of Inspection and Supervision of Public Offices and shall render a statement to the Board monthly showing the revenues and receipts from whatever sources derived, the disbursements and the purposes of such disbursement, and the assets and liabilities of the Board, and the relation of the several items of the foregoing to the budget. At the end of each fiscal year, the Fiscal Officer shall submit to the Board a complete financial statement showing the receipts and expenditures in detail for the entire fiscal year. The Fiscal Officer shall be responsible for the safekeeping and preservation of the minutes and official records of the Board. The Fiscal Officer shall attend all regular Board meetings. The Board shall evaluate the Fiscal Officer's job performance on an annual basis.

In the absence or unavailability of the Fiscal Officer, the Deputy Fiscal Officer shall act for and perform the functions of the Fiscal Officer, for which duties the Deputy Fiscal Officer shall execute a bond in an amount and with a surety in the same amount as that required of the Fiscal Officer.

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BY-LAWS – BOARD OF TRUSTEES

ARTICLE IV: Officers (continued)

Resolution No. 040928-7

C. President

The President shall preside at all meetings of the Board, shall in consultation with the Director and the Fiscal Officer, determine the agenda for each meeting and shall, with the consent of the Board, determine the order of business thereof. The President shall sign, with the Fiscal Officer, the minutes of each meeting of the Board. The President shall serve as an ex-officio member of all committees of the Board of which the President is not already a voting member. The President shall execute on behalf of the Board and when approved by it all such instruments of conveyance, assignment, transfer, contract, indebtedness or lease as, in order to be effective, must be executed by an officer or member of the Board other than or in addition to the Fiscal Officer, and all written reports, applications and statements which law or governmental regulations require to be executed and filed on behalf of the Board by an officer or member of the Board other than or in addition to the Fiscal Officer or Director.

The President and/or the Director of the Library shall be the authorized spokesperson(s) for dissemination of information on behalf of the Board and the Library. The President may designate another Board member to serve as an authorized spokesperson when circumstances warrant.

D. Vice President

In the absence or unavailability of the President or declination to act, the Vice President shall have all of the powers and duties of the President, except as otherwise provided by law.

E. Secretary

The Secretary shall prepare the minutes of the meetings of Board and certificates evidencing resolutions or actions of the Board and, when required, shall attest to the signatures and authority of the President, Vice President, Fiscal Officer or Director and co-sign instruments and writings executed by all of them. The Board may appoint a staff member to complete one or another of these duties, but the ultimate responsibility for their maintenance still rests with the secretary.

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ARTICLE V: Committees

Resolution No. 071217-12

Standing and Special Committees

The standing committees of the Board shall be (a) Finance; (b) Human Resources; (c) Building and Grounds; (d) Legislation and Rules; (e) Long-Range Planning and (f) Technology. There shall be in addition such special committees as the Board shall from time to time determine to be advisable. The chair of each standing committee shall be a member of the Board appointed by the President with the consent of the Board. At least one additional member of the Board shall be appointed to each standing committee by the President with the consent of the Board. Each standing committee shall have such other members, if any, as the Board shall from time to time determine. The Library Director or the Director's designee shall be an ex officio member of all standing committees of the Board. The President of the Board shall be an ex officio member of all committees of the Board.

Except by the express approval or action of the Board, no committee shall have authority to make any decision upon any matter, business or policy, within the power or responsibility of the Board itself. Any report or recommendation of a committee to the Board shall be deemed advisory only, and no member of the Board shall be bound or controlled by any action, report or recommendation of a committee.

A. Finance Committee

The Finance Committee, after consultation with the Fiscal Officer and Director and the appropriate public officials of the school district, the county and the local municipalities, shall advise the Board on all matters relating to the library's budget, appropriations, funds, investments, finances, receipts and disbursements.

B. Human Resources Committee

The Human Resources Committee shall be an advisor to the Board and the Director on all library policies relating to personnel practices.

C. Building and Grounds Committee

The Building and Grounds Committee, in consultation with the Director, shall keep informed and make recommendations to the Board concerning the condition, maintenance and improvement of all library buildings, grounds, furniture, fixtures and equipment.

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ARTICLE V: Committees (continued)

Resolution No. 071217-12

D. Legislation and Rules Committee

The Legislation and Rules Committee, in consultation, with the Director and the Fiscal Officer, shall make recommendations to the Board regarding the internal operation of the library: serve in a liaison capacity between the library and other governmental entities; foster relations with the public; and review library by-laws on a regular basis.

E. Long-Range Planning

The Long-Range Planning Committee, in consultation with the Director, shall determine the role of the Library in the community; evaluate current library services and resources; assess community needs; set goals, objectives and priorities for the library to meet community needs; develop and implement strategies to meet library goals and objectives; monitor and evaluate the progress toward the library's goals and objectives.

F. Technology

The Technology Committee, in consultation with the Director, shall keep informed and make recommendations to the Board concerning the condition, maintenance and replacement of all technology equipment, including staff and patron computers, peripherals, and software.

G. Funding Initiatives Committee

The Funding Initiatives Committee serves as a liaison between the Board and the community, including the Friends of the Stow-Munroe Falls Public Library and the Stow-Munroe Falls Library Foundation. The Committee will work with the Director and library staff to identify funding opportunities available to the Library and with community members to identify ways in which they can support the Library and its mission.

H. Records Commission

The Library Records Commission Committee comprised of the members and Fiscal Officer of the board of trustees per Ohio Revised Code 149.411. The commission shall meet at least once every twelve months and shall be responsible for overseeing the library's compliance with the Ohio Records Law as defined in Chapter 149 of the Ohio Revised Code.

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ARTICLES VI: Director

Resolution No. 040928-7

The Board shall appoint and fix the compensation of the Director, who shall be the chief administrator and the librarian of the library. 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 Director shall be held responsible for the care of all buildings and equipment; for relations with the public; for the employment and direction of the library staff; for the selection, acquisition and disposition of print and non-print materials within the annual appropriations adopted by the Board and subject to the general policies adopted by the Board. The Director shall keep the Board informed as to the program needs, plant needs, desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with recommendations all matters requiring action by the Board, and, to that end, shall consult with the President and the Fiscal Officer as to the agenda for each meeting of the Board. The Director shall attend all Board meetings.

The Board of Trustees shall evaluate the job performance of the Director on an annual basis.

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BY-LAWS – BOARD OF TRUSTEES

ARTICLE VII: Meetings

Resolution No. 060822-10

A. Time and Notice

1. The regular meetings of the Board shall be held each month. The date and hour are to be set by the Board at its annual meeting.
2. The Board shall comply with Section 121.22, as amended, of the Ohio Revised Code (commonly known as the “Sunshine Law”) in providing adequate public notice of all Board meetings to interested parties.

B. Executive Session

The Board may hold an executive session only after a majority to a quorum of the Board determines, by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be as specified in Section 121.22 (f and g), as amended, of the Ohio Revised Code, and the purpose(s) shall be included in the motion to hold the session.

C. Committee Meetings

If and whenever a meeting shall be called of a committee, the meeting shall be open to the public in accordance with Section 121.22 of the Ohio Revised Code, and notice of the time, place and purpose of the meeting shall be posted and given as in the case of a special meeting of the Board.

D. Certification

Any notification provided herein to be given by the Director or a Trustee may be given by any person acting in behalf of or under the authority of the Fiscal Officer.

The Fiscal Officer shall maintain a record of the date and manner, and time, if pertinent under these by-laws, of all notices and notifications given or attempted to be given under these by-laws, and of those persons or entities to whom such notifications were given or unsuccessfully attempted to be given, and copies of proofs of notification or notices published thereunder.

E. Place

All meetings of the Board shall be held in the Library unless another meeting place shall be fixed for a particular meeting by agreement of the Board.

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BY-LAWS – BOARD OF TRUSTEES

ARTICLE VII: Meetings (continued)

Resolution No. 060822-10

F. Quorum

A quorum for transaction of business at any meeting shall consist of four members of the Board present in person. In the absence of a quorum, those present may recess the meeting without notice, other than announcement at the meeting, until a quorum is present.

G. Special Meetings

Special meetings may be called by the President, or at the request of three Board members, for the transaction of business as stated in the call for the meeting.

The business conducted at any special meeting of the Board shall be limited to the purpose stated in the written notice of such meeting.

H. Order of Business

The order of business of each meeting of the Board shall be determined by the presiding officer consistently with any expressed desires of a majority of the members of the Board present at the meeting.

I. Monthly Reports

No more than two weeks before each regular meeting of the Board, the Fiscal Officer shall mail or make available for pick-up in the Library if the Board member agrees to each member of the Board, at the address designated by the member, the following reports in such form as the Board shall request or the laws of Ohio shall require: Agenda; Minutes of the previous meeting; Financial Report; Librarian's Statistical Report.

A copy of the Financial Report is included in the reports that shall be submitted to the Board at the next regular meeting and shall be appended by the Secretary to the minutes of that meeting. At that meeting, the President shall inquire of the members present whether there are any questions or objections to the reports as so mailed or to the payments or actions therein reported.

If no correction, amendment or addition to a report is made at the meeting and if no objection to the report is made by a member present at the meeting or is reported to the meeting as having been made by a member absent from the meeting, the reports and the payments and actions therein reported shall be considered as approved by each of the members present without motion, resolution or roll call thereof; and the Secretary shall so indicate in the minutes of the meeting.

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ARTICLE VII: Meetings (continued)

Resolution No. 060822-10

I. Monthly Reports (continued)

Any member not present at the meeting when a report is considered may at the first regular meeting at which the member is thereafter present voice any objection the member may have to any such report or to a payment or action reported therein and have the member's objection entered in the minutes of the meeting, but such objection shall not invalidate or otherwise affect the previous approval of such report, payment and action, unless by motion, resolution and roll call the Board shall otherwise decide. Any report to which an addition, amendment, correction or objection is made at the meeting to which it is submitted shall be approved only by motion or resolution and vote of the Board.

J. Voting

Except when a larger vote is required by law, all actions of the Board shall require the affirmative vote of a majority of the full membership of the Board.

When a motion is made and seconded to adopt a resolution authorizing the purchase or sale of real or personal property; or the appointment of a Director; or the employment of personnel; or the payment of any debt or claim; or the contracting or incurrence of any obligation; or the payment of money; or the transfer of property; or the adoption of the annual budget or appropriation; or upon the request of any member of the Board, the Fiscal Officer of the Board shall call the roll of the members of the Board and enter into the minutes of the meeting the names of those voting "aye" and the names of those voting "nay".

K. Rules of Order

Where not otherwise governed by law or by these By-Laws, the proceedings of the meetings of the Board shall be in accordance with "Roberts Rules of Order" as currently revised and published at the time of the meeting.

L. Records of the Library – Public Information

It shall be the policy of the Board to release for public information and place copies at the Information Desk of the library the official minutes and financial reports after approval by the Board.

All documents which are public record shall be available for review and inspection by any person upon reasonable request to the Director or Fiscal Officer.

Copies of the policies of the Board and of the adopted job specifications and job classifications of the library staff, and the current staff salary schedule, shall be available to the public and the staff.

The annual report of the Director shall be catalogued and made a part of the library's reference collection.

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ARTICLE VII: Meetings (continued)

Resolution No. 060822-10

M. Guidelines for Speakers

Comments from the Audience, gives citizens an opportunity to bring their concerns before the Stow-Munroe Falls Public Library Board of Trustees. All comments should be directed to the Board. Individuals presenting concerns and/or questions to the Board may not receive complete answers that same evening. The Board will study and consider your concern and will either have a Board member or the Director contact you as soon as the information you require is available.

When you address the Board, please state your name and address and identify the organization, if any, you represent. There is a five (5) minute limit on comments.

Any person, while being heard at a Stow-Munroe Falls Public Library Board of Trustees meeting, may be called to order by the Board President, or any Board member, for failure to be relevant to the business of the Board for vulgarity or personal attacks of persons or institutions.

STOW-MUNROE FALLS PUBLIC LIBRARY

Date Adopted: June 25, 1991

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ARTICLE VIII: Amendments

Resolution No. 040928-7

These By-Laws may be amended at any meeting by the affirmative vote of a majority of the full membership of the Board of Trustees, provided that notice of the proposed amendments shall have been given with notice of the meeting.