

Geauga County Public Library
Operating Policy Manual

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NAME:

This organization shall be called "The Board of Trustees of the Geauga County Public Library" existing by virtue of the provision of Chapter 3375.19 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.

OFFICERS:

Officers of the board shall be President, Vice-President and Secretary. Officers shall serve a term of one year from the organizational meeting at which they are elected and until their successors are duly elected the following year at the organizational meeting.

The Executive Committee shall present candidates for these offices at the December meeting at which time nominations will be accepted from the floor and nominations will then be closed.

Officers of the Board shall be elected at the January meeting. A notary public will swear into office the President, Vice-President, and Secretary upon their election. The Fiscal Officer and Deputy Fiscal Officer upon their appointment will be sworn into office by a notary public.

The President shall preside at all meetings of the Board, appoint all committees, certify all bills approved by the Board, authorize all calls for any special meetings, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform the duties of a presiding officer. In the absence of the President from a board meeting or due to the disability of the President or vacancy in that office, the Vice-President shall preside and assume and perform all the duties and functions of the President.

The Secretary of the Board shall keep a true and accurate account of all proceedings of the board meetings and shall perform such other duties as are generally associated with that office.

COMMITTEES:

The following Standing Committees shall be appointed by the President or following the organizational meeting.

Executive Committee
Finance
Personnel

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they are appointed. Non-Library Board members may also be asked to serve on special committees as appropriate.

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

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FOUNDATION LIAISONS:

Annually, the Board shall appoint one member to serve a three year term as a Board representative on the Geauga County Public Library Foundation Board.

**STAFF:
APPOINTMENT**

Director

At each annual organizational meeting, the Board shall appoint a qualified Library Director who shall serve at the pleasure of the Board. Salary and benefits shall be adopted at the organizational meeting.

Fiscal Officer

At each annual organizational meeting, the Board shall appoint a qualified Fiscal Officer who shall serve at the pleasure of the Board. Salary, bond and benefits shall be adopted at the organizational meeting.

At each annual organizational meeting, upon recommendation of the Fiscal Officer, the Board shall appoint one or more qualified Deputy Fiscal Officer(s). A Deputy Fiscal Officer is directly supervised by the Fiscal Officer, but has regular library staff member status. The Deputy Fiscal Officer (s) is/are appointed annually by the Library Board. The Deputy Fiscal Officer is generally a regular library employee, but may be an administrative staff member or part time employee.

Employees

The Director shall appoint all employees subject to the approval of the Board, shall specify duties of the employees, and shall be responsible for proper direction and supervision of the staff.

DUTIES

The Director is the chief executive officer of the Library; is responsible for all aspects of the administration of Board policy including the preparation of the annual budget; representation of the Library at the annual budget hearings; the care and maintenance of library facilities; provision of public service, and for the general operation of the library under the financial conditions set forth in the annual appropriation resolution.

At the direction of, or in the absence of the Director, the Assistant Director shall assume any or all duties and functions of the Director.

The Fiscal Officer is the Treasurer of all library funds as prescribed by statute, shall disburse funds as authorized by the Board, shall provide to the Director and/or Library Board financial reports as directed, shall assist the Director in the preparation of the budget, and shall assist the Director in the presentation of the budget at the annual budget hearings.

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The Fiscal Officer shall have custody of the minutes and other records of the Board and shall make them accessible to the public as prescribed by law.

MEETINGS:

All meetings of the Geauga County Public Library are open to the public.

The regular monthly meeting of the Library Board shall be held on the third Tuesday of each month at 4:00 p.m. on a rotation basis at all library facilities.

Dates and locations of regular monthly meetings may be changed with consent of the Board.

The annual organizational meeting shall be for the purpose of the election of officers, the adoption of the annual appropriation resolution, and the appointment of the Fiscal Officer, Deputy Fiscal Officer, and Director. Bond shall be set for the Fiscal Officer and Deputy Fiscal Officer and other appropriate personnel at each annual organizational meeting. This meeting shall be held on the third Tuesday in January.

Special meetings may be called by the President, or upon written request of three members. Only business stated in the call for meeting may be transacted at the meeting. In the case of special meeting, notice to each Board Member shall be set forth in the minutes. Notice shall be given 48 hours in advance to each Board Member.

CONDUCT OF MEETINGS:

Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

ORDER OF BUSINESS:

The order of business at the regular meetings shall be as follows and will be covered in sequence shown as far as circumstances will permit.

- Call to Order
- Roll Call
- Approval of Minutes
- Communications
- Approval of Agenda
- Fiscal Officer's Report
- Director's Report
- Assistant Director's Report
- Local Manager's Report
- Committee Reports
- Director's Annual Goals
- Unfinished Business
- Geauga County Public Library
- New Business
- Foundation
- Comments from the Public
- Adjourn

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QUORUM:

A quorum for the transaction of business shall consist of a simple majority of the members of the Board.

GENERAL:

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.

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 two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

AMENDMENTS:

The By-Laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed.

Reviewed January 21, 2020
Reviewed and Approved January 15, 2019
Revised January 16, 2018
Revised January 24, 2017
Reviewed and Approved January 19, 2016
Revised January 20, 2015
Revised January 21, 2014
Revised January 17, 2012
Revised January 11, 2011
Revised January 12, 2010
Revised January 13, 2009
Revised January 15, 2008
Revised January 9, 2007
Revised January 10, 2006
Revised January 11, 2005
Revised January 13, 2004
Revised January 14, 2003
Revised January 10, 2002
Adopted January 16, 1996