

# Bylaws

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## New Madison Public Library

142 South Main Street  
New Madison, Ohio 45436

**New Madison Public Library – New Madison, Ohio  
Bylaws  
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## **ARTICLE I – NAME**

**1.1** This organization shall be called “New Madison Public Library” (herein referred to as “the Library”) existing by virtue of the provision of *Section 3375.15* of the Revised Code of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. The Library is organized as a school district free public library.

**1.2** Where and when appropriate in the publications of the Library, it shall be indicated that the Library District is the Tri-Village Local School District.

## **ARTICLE II –LIBRARY MISSION STATEMENT**

**2.1** New Madison Public Library is an educational, informational and recreational center for the public, meeting the needs of our patrons through equal access to information and technology. By offering a carefully selected variety of materials and superior patron service, we aid the public’s quest for knowledge and stimulate the thinking process.

## **ARTICLE III – SERVICES OF THE LIBRARY**

**3.1** Select, organize and make available necessary books and materials.

**3.2** Provide guidance and assistance to borrowers.

**3.3** Initiate programs, exhibits, book lists, etc.

**3.4** Cooperate with other community agencies.

**3.5** Secure information beyond its own resources when requested (interlibrary loans.)

**3.6** Lend to other libraries upon request.

**3.7** Provide special services to non-residents, disadvantaged, blind, hospital patients, and other groups in the general public.

**3.8** Maintain a balance in services to various age groups.

**3.9** Cooperate with, but not perform the functions of, school or other institutional libraries.

**3.10** Provide services during the hours that best meet the needs of the community.

**3.11** Provide service outlets at points of maximum usefulness.

**3.12** Periodically review library services being offered for the purpose of improvement.

## ARTICLE IV – FUNDING AND BUDGET

**4.1** New Madison Public Library is funded by state and local tax revenues and discretionary grants and contributions.

**4.2** A yearly budget will be prepared by the Director and the Fiscal Officer.

**4.3** The Fiscal Officer will present the budget to the Board of Trustees and the local School Board for approval prior to submitting it to the County Budget Commission.

**4.4** A copy of the approved budget will be available for public inspection.

## ARTICLE V – TRUSTEES

**5.1** The Library is governed by a board of trustees (herein referred to as “the Board”) consisting of seven members, all of whom are appointed by Tri-Village Local School District’s Board of Education for a term of seven years. Four members shall constitute a *quorum* for the transaction of business; in the absence of a *quorum*, those present may adjourn the meeting until a quorum is present.

**5.2** Board members shall be selected from people who are residents of the Tri-Village Local School District and who use the library and are interested in it. Board members should have experience or knowledge that enables them to provide insights when the board is deliberating on various questions that arise.

**5.3** The Board of Trustees may refer to the process and criteria in Ohio Library Council’s “Ohio Public Library Trustees’ Handbook” when recruiting and selecting individuals to fill vacant board positions.

**5.4** Generally Board members shall serve no more than two consecutive full seven-year terms. In the event that a trustee’s continued service would be an asset to the library and a majority of the library trustees agree, an additional seven-year term may be extended to a trustee in good standing. The rationale for extending an additional term should be noted in the meeting minutes when the extension is approved by a majority of the library board.

**5.5** The Board shall select from its membership a **President**, **Vice President**, and a **Secretary** who shall serve for a term of one year. A nominating committee shall be appointed by the President to present a slate of officers at the December meeting for elections. Installation of officers shall be conducted during the January meeting.

- A. The **President** shall preside at all meetings of the Board, shall determine the meeting agenda in collaboration with the Library Director, and shall determine the order of business at each meeting. The President shall sign the minutes of each meeting. The President shall execute on behalf of the Board all instruments of conveyance, assignment, transfer, contract, indebtedness or lease as must be executed by an officer of the Board other than or in addition to the Fiscal Officer,

and all written reports, applications, and statements as required by the ORC to be filed on behalf of the Board.

- B. In the absence of the President, the **Vice President** shall have all the powers and duties of the President, except as otherwise provided by the ORC.
- C. In the absence of the Fiscal Officer, the **Secretary** shall prepare the minutes of the meetings. In the absence of the President and the Vice President, **the Secretary** shall have all the powers and duties of the President, except as otherwise provided by the ORC.

**5.6** The Board's responsibilities include:

- A. The selection, hiring, and termination of the Library Director and Fiscal Officer. The Board should be consulted concerning changes in status (hiring, suspension, termination) of other staff, but the initiative for such changes properly rests with the Director. The Board may establish a due process procedure involving Board members in the hearing of employee appeals on personnel matters.
- B. The promotion of library interests.
- C. The selection, collection, lending, and disposition of library materials.
- D. Approval of appropriations and the budget and control of library funds, property, and equipment.
- E. The power to determine policies, procedures, rules and regulations governing library service and personnel, subject to the existing statutes and ordinances governing library service.
- F. The acceptance of gifts.
- G. The annual appointments to standing committees and the creation of ad-hoc committees.

All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. All library trustees serve without compensation. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

## **ARTICLE VI – BOARD OF TRUSTEES MEETINGS**

**6.1** The Board of Trustees shall meet monthly at a mutually agreed upon time and place, which will be publicized in advance.

**6.2** If a trustee misses three consecutive meetings without contacting the library or the board president, the board may consider the trustee resigned and proceed with replacing them on the board.

## **ARTICLE VII – BOARD OF TRUSTEES COMMITTEES**

**7.1** The Board of Trustees committees shall meet as needed at a mutually agreed upon time and place, which will be publicized in advance if necessary.

**7.2** Facilities – Members of this standing committee will oversee any projects related to the upkeep or enhancing of the physical environment of the Library. Community members may be appointed by the Board to this committee to address specific areas of expertise.

**7.3** Finance – Members of this standing committee will meet to determine salaries and benefits of Library employees, and to review and discuss budget modifications, and other financial matters involving possible recommendations to the Board.

**7.4** Human Resources – Members of this standing committee will meet as needed to create policy or procedures that affect Library employees.

**7.5** Policy – Members of this standing committee will meet as needed to update existing policy and procedures or create new policy and procedures.

**7.6** Additional ad-hoc committees may be formed for specific purposes and for specified time periods including, but not limited to, a Nominations committee.

## **ARTICLE VIII – LIBRARY POLICIES**

**8.1** The Board of Trustees shall have all the powers granted to it by law and shall, in open meeting, determine and establish, in accordance with laws, the basic policies of the library with respect to

- appropriation and budgeting of funds
- the establishment and maintenance of the library and library services
- the acquisition, improvement, maintenance, insurance, use and disposition of properties
- the hiring, compensation and responsibilities of, and the personnel practices concerning library employees and contracted services
- the selection, collection, lending and disposition of books and other library materials
- the acceptance and dispensation of donations

**8.2** The policies and procedures so determined by the Board and set forth in the *Personnel Policies and Procedures Manual* and the *Library Policies and Operating Procedures*, shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff.

**8.3** The Director 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 generally.

## **ARTICLE IX – AMENDMENTS**

**9.1** The by-laws may be amended by a majority vote of all members of the Board provided written notice of the proposed amendment has been made available to all members at least seven days prior to the meeting at which such action is proposed.

## **ARTICLE X. INDEMNIFICATION**

**11.1** Members of the Board of Trustees are covered by the library's Director's and Officer's Liability Policy, including their liability resulting from either institutional or individual lawsuits.