

**BY-LAWS  
BOARD OF TRUSTEES  
Twinsburg Public Library**

**ARTICLE I – Name, Membership and Location**

**Section 1.** The name of the Library shall be the “Twinsburg Public Library”. Where and when appropriate in the publications of the Library it shall be indicated that the Library District is the Twinsburg City School District.

**Section 2.** This organization shall be called “The Board of Trustees of the Twinsburg Public Library”.

**Section 3.** The Board of Trustees shall have seven members from the Library District who serve a term of seven years. There shall be at least one member from each of the three communities served by the Library District. Members are recommended by the Library Board and appointed by the Twinsburg City Schools Board of Education. Vacancies on the Library Board shall be filled following the same procedure.

**Section 4.** The library shall be located at 10050 Ravenna Road in the City of Twinsburg.

**ARTICLE II – Mission Statement**

The mission of the Twinsburg Public Library is to provide every person regardless of age, sex, education, language, religion, ethnic or cultural background, and mental or physical health, with access to library materials and services and to meet their informational, educational and recreational needs.

**Section 1.** The Twinsburg Public Library provides access to shared resources of the larger community of the State of Ohio through cooperation among all types of libraries, community organizations and governmental agencies through the use of technology and various methods of delivery.

**Section 2.** The Twinsburg Public Library cooperates with non-profit groups and agencies to promote and support educational, cultural, recreational and informational needs of the community.

**ARTICLE III – Objectives**

The Twinsburg Public Library provides, on equal terms, service to all individuals and groups in the community. It provides and maintains expertly selected materials which aid the individual in the pursuit of information, education, research and recreation. Library materials in print and non-print formats are acquired to provide individuals with access to informational resources.

**Section 1.** Educational service to adults is provided through cooperation with other social agencies, by providing meeting rooms for classes, tutors, and discussion groups and by purchasing or borrowing supplemental library materials.

**Section 2.** Services to children and young adults are provided in cooperation with parents and schools to encourage a love of reading and an awareness of books as

a means of satisfying their mental, emotional and recreational interests. Programs for children are scheduled throughout the year to promote this ideal.

#### **ARTICLE IV – 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.

**Section 1.** Policies shall be in respect to: (a) the appropriations and budgeting of funds; (b) the establishment and maintenance of the Library and Library services; (c) the acquisition, improvement, insurance, use and disposition of properties; (d) the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees; (e) selection, collection, lending and disposition of books and other Library materials; and (f) the acceptance of gifts.

**Section 2.** Policies 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.

**Section 3.** The Director shall cause a compilation of all operating and personnel 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.

**Section 4.** The Board reaffirms attendance and participation by its members in the Ohio Library Council meetings and any other library related conference with expenses paid. Additionally the Board sanctions library membership in CLEVNET, a regional library system, and a statewide delivery service.

**Section 5.** The Board sanctions the establishment and the independent operation of a Friends of the Twinsburg Public Library and the Twinsburg Public Library Foundation and recognizes their support of the library.

#### **ARTICLE V – Officers, Election and Employment**

The officers of the Board of Trustees shall be President, Vice president and Secretary selected from the membership of the Board. Additionally, the Board shall employ a Library Director as the executive and administrative officer of the library, a Fiscal Officer as the disbursing officer of the Board and a Deputy Fiscal Officer to serve in the absence of the Fiscal Officer.

**Section 1.** A nominating committee shall be appointed by the President in November for the purpose of compiling a slate of officers to be presented at the Annual meeting in January. Additional nominations may be made from the floor during the Annual meeting.

**Section 2.** At the Annual meeting in January the Board shall elect its officers and officers shall serve until the next Annual meeting. The office of President shall be rotated among the Board members, limited to no more than two consecutive terms. When there are extenuating circumstances, as deemed by the Board, the term may be extended not to exceed four years by a unanimous vote of the Board.

## **ARTICLE V – Officers, Election and Employment** (continued)

**Section 3.** Annually the Board shall evaluate the performance of the Director and the Fiscal Officer and by December shall employ and fix compensation for the Director and Fiscal Officer for the ensuing year. The Deputy Fiscal Officer shall be evaluated annually by the Fiscal Officer and the report submitted to the Board of Trustees.

## **ARTICLE VI - Responsibilities**

**Section 1.** The President shall preside at all meetings of the Board, shall be in consultation with the Director to determine the agenda for each meeting and shall, with the consent of the Board, determine the order of business thereat. The President shall sign with the Secretary the minutes of the Board. The President shall appoint all committees and chairs with the consent of the Board and shall serve as an ex-officio member of each committee. The President shall appoint a Board member as the Board's representative to the Summit County Library Trustees Association. 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 Director or Fiscal Officer.

**Section 2.** The Vice-president, in the absence or unavailability of the President or declination to act, shall have all the powers and duties of the President except as otherwise provided by law.

**Section 3.** The Secretary shall present a true and accurate record of, and sign with the President, the minutes of all meetings of the Board and certificates evidencing resolutions or actions of the Board. The Secretary, when required, shall attest to signatures and authority of the President, Vice president, Director or Fiscal Officer and co-sign instruments and writings executed by any of them. The Secretary shall annually request the appointment of trustees and present appropriate resumes for the Twinsburg City School Board of Education to act upon if requested. The Secretary shall confirm the acceptance of the Public Library Fund apportionment to the Summit County Library Trustees Association.

**Section 4.** The Director shall recommend to the Board library programs, policies and expenditures of funds and shall carry out the policies and decisions of the Board as they affect both patrons and employees. The Director shall appoint and specify the duties of other employees and shall be responsible for the proper direction, motivation and supervision of the staff, for the care and maintenance of library property, for selection, collection and disposal of library materials, for the efficiency of library services to the public and, in concert with the **Fiscal Officer**, develop and recommend an annual budget and administer expenditure of funds within budget constraints. The Director shall have authority to appoint, promote, dismiss and take any other personnel action without prior approval of the Board provided any such personnel action shall be reported to the Board at its next regular meeting. The Director shall conduct annual performance evaluations of

other staff members and conduct regular staff meetings for the communication of Board policies and decisions to the staff.

**Section 4.** (continued)

The Director shall provide an annual calendar for the consideration of the Board. The Director shall provide a monthly written report of library operations and circulation to the Board and shall regularly report library services to the public. The Director shall represent the library in the greater community through associations with other libraries and local and state organizations.

**Section 5.** The Fiscal Officer shall be an employee of the Board and shall keep all financial, health insurance, property insurance and indemnification records, and shall have custody of all money and securities of the library and shall disburse such funds as directed by the Board. All moneys received by the Fiscal Officer shall be immediately placed in a depository designated by the Board and all records shall be kept on the premises. 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 for such disbursements, and the assets and liabilities of the Board. The Fiscal Officer shall take a very active role in financial matters relating to the development of the budget request and in working with the Director and the Board during the various stages of budgetary preparations. The Fiscal Officer shall advise the board of excesses or deficiencies in accounts through the ensuing year. The Fiscal Officer shall administer employee payroll and shall maintain library payroll records including Public Employees Retirement System (PERS), Social Security Medicare and income tax withholding amounts required by local, state and federal law. The Fiscal Officer shall prepare an annual financial report for the State Auditor of Ohio and for local publication and shall supply all information required and work closely with the State Examiner during the periodic audits conducted by the State Auditor. The Fiscal Officer shall be bonded in an amount determined by the Board. The Board requires two signatures for all accounts except payroll. One of the signatures must be the Fiscal Officer or the Deputy Fiscal Officer; the other signature must be one of the three current Board officers.

**Section 6.** The Deputy Fiscal Officer shall be an employee of the Board appointed on an annual basis. The Deputy Fiscal Officer only acts in the absence of the Fiscal Officer and assumes the roles and responsibilities thereof. The Deputy Fiscal Officer shall be bonded in an amount determined by the Board.

**ARTICLE VII – Committees**

The standing committees of the Board shall be the Budget and Finance committee, the Personnel committee and the Building and Grounds committee and shall be organized at the Annual meeting. *The President* shall be a non-voting, ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee may have such other members, if any, as the Board shall from time to time determine, which members shall be appointed as the Board shall provide and need not be members of the Board. Except with the express approval or action of the Board a committee shall neither have more than three members of the Board nor 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,

**ARTICLE VII – Committees** (continued)

and no member of the Board, whether or not a member of the committee, shall be bound or controlled by any action, report or recommendation of a committee.

**Section 1.** The Budget and Finance committee shall advise the Board after consultation with the Director and the Fiscal Officer and the appropriate public officials of the school district, the county and the state, on all matters relating to the library's budget, appropriations, funds, investments, finances, receipts and disbursements.

**Section 2.** The Personnel committee shall be an advisor to the Board and the Director on objectives and policies relating to personnel practices, standards and grievances and shall meet quarterly with the Director to accommodate personnel management. The Personnel committee shall annually cause the evaluation of the Director and Fiscal Officer and shall discuss the evaluation results with the Board and the Director and the Fiscal Officer and recommend appropriate action to the Board as a result of the evaluation.

**Section 3.** 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.

**Section 4.** The Nominating committee shall be appointed in November and shall present a slate of officers for each office of the Board at the Annual meeting. Additional nominations may be accepted from the floor. When a vacancy on the Board occurs, the President shall appoint a special Nominating committee to recommend a successor.

**Section 5.** Other Special committees of the Board shall be appointed by the President as needed to carry out specific assignments. Such committees shall serve until discharged by the President upon completion of their duties.

**ARTICLE VIII – Meetings**

The regular meeting of the Board shall be held each month. The date and hour are to be set by the Board at its Annual meeting. Special Board meetings may be called at any time by the President or Vice president. Written notice of each meeting together with an agenda, meeting minutes, director's report, circulation report and any other pertinent information shall be mailed to each member of the Board. A written notice of the time and place of each Board meeting is to be posted on a prominent bulletin board at the library at least twenty-four hours before the meeting, except that in the event of an emergency requiring immediate official action the notice shall be posted promptly after the meeting is called. Each posted notice of a Special meeting shall state the purpose or purposes of the meeting. Whenever the place or time of a Board meeting is changed at the same or different place, a written notice of the change or adjournment, including new time and place of meeting, is to be promptly placed on the same bulletin board. No notice of a meeting so posted shall be removed until the meeting is either concluded or canceled. All meetings of the Board shall be open to the public except that of executive sessions held for purposes permitted by statute. No official action shall be taken except in open meetings.

**ARTICLE VIII – Meetings** (continued)

**Section 1.** The Annual Board meeting, which shall be for the purpose of the election of officers, the adoption of the annual report and the formation of standing committees, shall be held in January.

**Section 2.** Annually the Board shall consider for the purpose of re-employment the evaluations of the Director, the Fiscal Officer and the Deputy Fiscal Officer.

**Section 3.** Annually the Board shall employ and fix the compensation for the Director and the Fiscal Officer for the ensuing year.

**Section 4.** The order of business for Regular Board meetings shall include, but not limited to, the following items:

- a. Call to order and roll call of members,
- b. Disposition of minutes of previous meetings and any intervening Special meetings,
- c. Public presentation to, or discussion with, the Board from individuals or delegations,
- d. Communications,
- e. Report of Fiscal Officer,
- f. Report of the Director,
- g. Committee reports,
- h. Unfinished business,
- i. New business,
- j. Adjournment.

**Section 5.** Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business, provided that in the absence of a quorum those present may adjourn the meeting from time to time without notice, other than announcement at the meeting, until a quorum is present.

**Section 6.** Except when a larger vote is required by law, all actions of the Board shall require the affirmative vote of the majority of Board members present. 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 election of an officer 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 appropriations, or upon request of any member of the Board, Fiscal Officer shall call the roll of the members of the Board.

**Section 7.** 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.

**ARTICLE IX – Records of the Library – Public Information**

All documents which are public records shall be available for review and inspection by any person upon reasonable request to the Director or their representative.

**Section 1.** Official reports of the Board required by the Ohio Revised Code and the Auditor of State shall be maintained in the Fiscal Officer's office and shall be  
**ARTICLE IX – Records of the Library – Public Information** (continued)

available to the public upon request to the Director or their representative. Permission for such may be granted provided viewing these records does not infringe on privacy rights of individuals.

**Section 2.** Copies of Policies of the Board and of the adopted Job Specifications and Job Classifications of the library staff, the current Salary Schedule and the director's Annual Report shall be available to the public and the staff.

#### **ARTICLE X – Indemnification**

The Board shall indemnify any trustee, officer, or employee, their heirs or personal representative against claims, including cost and legal fees in defending such claims, for acts, or omissions while acting in the capacity of trustee, officer or employee. Indemnification shall not apply to those acts or omissions as to which an individual shall be adjudged liable for negligence or misconduct. The Board shall purchase liability insurance covering the trustees, officers and employees in amounts and coverages satisfactory to the Board.

#### **ARTICLE XI – Amendments**

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

*The By-laws of the Twinsburg Public Library Board of Trustees approved during a regular meeting held on December 8, 1992*

*The By-laws, Article V, Section 2 amended during a regular meeting held on December 14, 1993*

*The By-laws, Article VI, Sections 1, 2, 3 and 5 amended during a regular meeting held on December 13, 1994*

*The By-laws, Article VIII, Sections 2 and 3 amended during a regular meeting held on September 8, 1998*

*The By-laws, Article V and Section 3; Article VI, Sections 1,2,3 and 4 and added 6; Article VIII, Sections 2 and 3 amended at a regular meeting held on August 10, 1999*

*The By-laws, Article III, Section 1; Article IV, Section 4 and Sections 5; Article V, Section 3; Article VI, Section 1, Section 3 and Section 4; Article VII, Section 2; Article VIII, Section 2, Section 3 and Section 6; Article IX amended at a regular meeting held on December 27, 2007*

*The By-laws, Article V, Section 3; Article VI, Section 1, Section 3, Section 4, Section 5, Section 6; Article VII, Section 1, Section 2; Article VIII, Section 2, Section 3, Section 4 amended at a regular meeting held on December 18, 2008*

*The By-Laws, Article I, Section 3 amended at a regular meeting held January 18, 2017.*

*The By-Laws, Article VII, Section 1 amended at a regular meeting held on April 21, 2021.*

*The By-Laws, Article VI, Section 6 amended at a regular meeting held on July 22, 2021.*