
By-laws of Troy-Miami County Public Library & the Board of Trustees

Adopted: December 18, 2013
Revised: November 18, 2020
January 17, 2024
May 15, 2024
January 15, 2025

Article I – Name

The name of this organization shall be the Troy-Miami County Public Library.

Its locations are:

- Hobart Annex which includes Administrative Offices, Local History & Genealogy Center, and Maker Lab, 510 W. Water St., Troy, Ohio 45373
- Oakes-Beitman Memorial Library, 12 N. Main St., Pleasant Hill, Ohio 45359
- Troy Library, 419 W. Main St., Troy, Ohio 45373

Article 2 – Purpose

The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statement adopted by the Board of Trustees.

Article 3 — Organization

Troy-Miami County Public Library shall be organized as a County District Library according to the provisions of the Ohio Revised Code. A seven-member Board of Trustees that shall have legal authority to conduct, or to have conducted in its name, all official business of the Library, shall govern it.

Article 4 – Membership of the Board of Trustees

Per *Ohio Revised Code* 3375.22, four members of the Board of Trustees are appointed by the Miami County Commissioners and three are appointed by judges of the Miami County Court of Common Pleas. Each member shall serve a term of seven years.

When a vacancy occurs on the Board of Trustees, it shall be the practice of the Board to solicit viable candidates for the vacancy, keeping in mind the proper geographic, professional, and philosophical balance required of such a Board, and

present said candidates to the appointing body. Any appointment made to fill a vacancy shall be made by the same body, which appointed the trustee whose place has become vacant and shall be for the unexpired term.

All library trustees serve without compensation.

The Board of Trustees shall have all the powers and duties granted to it by law and detailed in *Ohio Revised Code 3375.40*. The board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

- The 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 policies concerning, library employees.
- The selection, collection, lending, and disposition of library materials.
- The acceptance of gifts.

The Board of Trustees shall be responsible for the hiring of the Library Director, and for ensuring that said Director carries out all of the policies of the Library in an effective, efficient, and lawful manner, consistent with the laws of the State of Ohio.

The Board of Trustees shall be responsible for the hiring of a Fiscal Officer and a Deputy Fiscal Officer and for ensuring they carry out the policies of the library in an effective, efficient, consistent with the laws of the State of Ohio.

The Board shall demand regular reports from the Library Director, the Fiscal Officer and other employees as needed to assure itself that the library is being operated as required by law, and according to guidelines, which the Board may devise.

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. The Troy-Miami County Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties per Ohio Revised Code 3754.01.

Per *Ohio Revised Code 3375.33*, the Board of Trustees is a body politic and corporate and is capable of exercising powers and privileges conferred upon it by law.

Article 5 — Officers & Committees of the Board

Officers of the Board of Trustees shall consist of President, Vice-President and Secretary. There is no limit as to the length of time an individual may serve in any office.

It shall be the duty of the President to preside over all Board meetings; to appoint Board Committees; to act as the Board's representative as needed; and to sign the Board minutes.

It shall be the duty of the Vice-President to substitute for the President as needed in any capacity.

It shall be the duty of the Secretary to act as substitute for the President and/or the Vice-President as necessary, and to sign the Board minutes.

Standing committees include Building & Grounds, Personnel, and Finance. Committee members are elected at the Organizational Meeting.

The Building and Grounds Committee will consist of two or three board members, the facilities manager, the fiscal officer, and the director, and will meet as needed to discuss facilities repairs and upgrades.

The Personnel Committee will consist of two or three board members, the HR Manager, and the director, and will meet as needed to discuss the hiring, compensation, and personnel policies concerning library employees.

The finance committee shall consist of two or three members of the Board of Trustees, the fiscal officer, and the director. The Finance Committee shall advise the board on all matters relating to the library budget, appropriations, funds, investments, finances, receipts, and disbursements. The committee shall also monitor and review the library's accounting and financial reporting practices, legal compliance, financial condition, and controls over safeguarding of assets. The committee shall also review audits.

The Records Commission shall consist of the Board of Trustees and the fiscal officer. 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 per *Ohio Revised Code* 149.411.

Other standing committees will be appointed as deemed necessary.

Article 6 – Meetings of the Board of Trustees

The Board of Trustees shall hold a regular meeting once a month, at the time agreed upon. Special meetings and emergency meetings shall be called as needed. Meetings shall be conducted in accordance with the State of Ohio's "Sunshine Laws."

The quorum necessary for the Board to transact business shall be four members.

An annual Organizational meeting of the Board shall be held in January of each calendar year, according to law. At this meeting Board Officers will be elected and Committee appointments made. The Fiscal Officer and Deputy Fiscal Officer will be appointed. The oaths of office will be administered and the Board's annual calendar will be approved. [ORC 3375.32].

Article 7 — Public Notice and Participation

The public is welcome to attend Board meetings at any time, except when the Board is in Executive Session, as defined by law. Board meeting notices are published on the library's website and inside library buildings. The Board will allow 30 minutes for public participation at board meetings. Those wishing to speak should communicate with the Library Director at least 24 hours prior to the board meeting and should be residents of Miami County. Each speaker is given 3 minutes to speak. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. The Trustees will listen and take all comments under advisement.

Article 8 — Executive Session

The board may enter into executive session for purposes as described in the Ohio Open Meetings Act [ORC 121.22]. The Board shall state the purpose of such a session and the motion must be approved in open meeting in a roll call vote by a majority of the board. The board may not act in executive session other than to vote to adjourn or recess the session.

Article 9 — Statement of Ethics

The Board of Trustees subscribes to the following Public Library Ethics Statement:

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.

- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately recuse themselves whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Article 10 — Amending the Bylaws

These bylaws supersede all previous bylaws adopted by this organization. They may be altered or amended, within the limitations imposed by law, by a majority vote of the Board of Trustees.

The applicable statutes of the Ohio Ethics laws and the rulings of the Ohio Ethics Commission also bind boards of Library Trustees.