

CLERMONT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS

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**Article I – Name**

This organization shall be called The Board of Trustees of the Clermont County Public Library existing by virtue of the provision of Section 3375.22 of the Ohio Revised Code (“ORC”) and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Governed by 3375.33-41 (ORC).

**Article II – Officers**

Section 1. The officers shall be a President, a Vice President, and a Secretary, elected from among the appointed trustees.

Section 2. Prior to the annual meeting, a nominating committee shall be appointed by the president. The nominating committee will present a slate of officers at or prior to the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one (1) year from the annual meeting or until their successors are duly elected.

Section 4. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform the duties and functions of the President, including, but not limited to: signing Board of Trustees meeting minutes and resolutions.

Section 5. The Vice President, in the event of the absence or disability of the President, shall assume and perform the duties and functions of the President. In the event of a vacancy in the office of President, the Vice President shall become the President and the Board shall elect a new Vice President.

Section 6. The Secretary shall keep a true and accurate record of all meetings, and shall perform such other duties as are generally associated with that office, including, but not limited to: signing Board of Trustees meeting minutes and resolutions. The Board may appoint a non-member administrative staff member to aid in performing these duties.

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Section 7. The Board shall indemnify its members to the extent allowable under Ohio law. The Board shall also indemnify the Director, the Fiscal Officer, and the Deputy Fiscal Officer to the extent allowable under Ohio law.

Section 8. No member of the Board of Trustees shall have any pecuniary interest in any contract entered into by the Board. (ORC 3375.35)

Section 9. Members of the Board shall be qualified electors of the library district or county.

**Article III – Meetings**

Section 1. The Board, and/or subcommittees of the Board, may hold meetings of several different types as set forth under Ohio law, including but not limited to regular meetings, special meetings, emergency meetings, and all-virtual meetings.

Section 2. The regular January meeting of the Board shall be considered the annual meeting.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered so far as circumstances will permit.

- a. Roll call of members
- b. Pledge of Allegiance
- c. Disposition of minutes of previous regular meeting and any intervening special meeting
- d. Public participation
- e. Financial report of the Library
- f. Action on bills
- g. Progress and service report of Director
- h. Committee reports
- i. Communications
- j. Old business
- k. New business
- l. Adjournment

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Section 4. Public participation.

- a. The main purpose of Board meetings is to conduct the business of the Library. While the Board values input from the public, in order for the Board to fulfill its obligation to complete the meeting agenda in an effective and efficient fashion, each person speaking during public participation shall be given a maximum of three (3) minutes to speak. The session is limited to 30 minutes total time for public participation.
- b. Any person wishing to speak during Public Participation shall register their name and address prior to the meeting with the Secretary of the Board.
- c. Comments shall be limited to specific operations and services of the Library; the Board shall not engage in debate. Comments about a specific staff member must be limited to written format to protect the staff member and the commenting member of the public from possible defamation of character and/or slanderous comments. Comments about a specific staff member will be referred directly to the Personnel Committee for their review and recommendation when it is deemed appropriate.

Section 5. Special meetings may be called at the direction of the President, or at the request of two Board members, for the transaction of business as stated in the call for the meeting.

Section 6. Exceptions to meetings are in compliance with, and under the authority of, Section 121.22 (F) of the ORC.

1. Any person may determine the time and place of all regularly scheduled meetings, as well as any changes to the time and place of regularly scheduled meetings, and the time, place, and purpose of all special meetings by:
  - a. Checking the Clermont County Public Library's website at [clermontlibrary.org](http://clermontlibrary.org).
  - b. Writing to the Clermont County Public Library, 5920 Buckwheat Rd., Milford, OH 45150.

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2. Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television station. A request for such notification shall be addressed to the Community Engagement Manager, 5920 Buckwheat Rd., Milford, OH 45150. The request shall provide the name of the individual media representative to be contacted, a mailing address, a maximum of two telephone numbers, and an email address where the representative can be reached. The Clermont County Public Library shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to these sections.

In the event of a special meeting not of an emergency nature, the Community Engagement Manager shall notify all media representatives on the list of such meetings by doing one of the following:

- a. Sending written notice, which must be mailed no later than four (4) calendar days prior to the day of the special meeting; or
- b. Notifying such representatives by telephone no later than 24 hours prior to the special meeting. Such telephone notice shall be complete if a message has been left for the representative; or
- c. Informing such representative personally no later than 24 hours prior to the special meeting; or
- d. Notifying such representatives by email no later than 24 hours prior to the special meeting; or
- e. Post on the CCPL website the draft agenda.

In event of a special meeting of an emergency nature, the Community Engagement Manager shall notify all media representatives on the list of such a meeting immediately by phone, in person, or via email.

3. The Clermont County Public Library shall maintain a list of all persons who have requested, in writing, to be notified of all Special

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or Emergency Library Board of Trustees meetings. The administrative staff member shall send by first-class mail, or email an agenda of the meeting to each such person, in reasonable advance of the requested meeting as stated in ORC, 121.22F.

Section 7. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person. However, the purchase of property requires the approval of two-thirds (5 members) of the Board.

Section 8. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 9. Attendance: The insight and attention of each Trustee is a valuable asset to the Board and the Library. Therefore, regular attendance of 70% of scheduled monthly meetings is required. Every effort should be made to inform the Director of unavoidable absences by 1:00 p.m. the Friday prior to the meeting in order to assure a quorum for the transaction of business.

**Article IV – Fiscal Officer and Deputy Fiscal Officer of the Board**

The Fiscal Officer shall be appointed with compensation fixed by the Board.

The laws of Ohio specify that the Fiscal Officer:

1. Shall place all funds immediately in depositories designated by the Board.
2. Shall keep an account of library funds.
3. Shall render a statement to the Board monthly, showing revenues, receipts, disbursements, purpose for disbursements, assets and liabilities.
4. At the end of each fiscal year, submit to the Board a complete financial statement showing the receipts and expenditures in aggregate for the entire year.

Sections 3375.32-392 of the ORC fully describe the duties of the Fiscal Officer.

The Deputy Fiscal Officer may be appointed with compensation fixed by the Board. Section 3375.36 of the ORC outlines the appointment of the Deputy Fiscal Officer.

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**Article V – Library Director and Staff**

The Board shall appoint a qualified library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Director will submit an annual report to the Board of Trustees. In the case of part time or temporary employees, the Director shall have interim authority to appoint without prior approval of the Board, and within the current appropriations, provided that any such appointment shall be reported to the Board at its next regular meeting.

**Article VI – Committees**

Section 1. The President shall appoint committees of one (1) or more members of the Board for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report, when applicable, during the Library Board of Trustees meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

**Article VII – General**

Section 1. 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.

Section 2. 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 distributed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

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Section 3. 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 a quorum of four (4) of the members of the Board shall be present and two-thirds of those present shall so approve.

Adopted by the Clermont County Public Library Board of Trustees

April 8, 2013

Revised April 9, 2018

Revised December 17, 2018

Revised November 18, 2019

Revised May 17, 2021

Revised September 18, 2023

Revised August 19, 2024

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