

## **Bylaws of the Ashtabula County Law Library Resources Board**

The undersigned, being all the members of the Ashtabula County Law Library Resources Board ("the board"), hereby adopt the following bylaws pursuant to the authority of ORC §307.51 for the purpose of governing the procedures of the board and the law library (which term shall refer to the main law library in the Ashtabula County Courthouse, the branch libraries in the Conneaut and Ashtabula City Courthouses, and the branch library in Western County Court, Geneva).

### **I. Membership**

A. The members of the board shall be appointed and serve terms in accordance with ORC §307.511.

B. At the first meeting of each year, the board shall elect a chair, vice chair, and secretary for the year.

### **II. Meetings of the Board**

A. The board shall meet on the second Tuesday of the first month of each quarter (January, April, July, October) at 3:30 p.m. in the conference room of the Law Library of Ashtabula County, Ohio.

B. A written notice of each meeting of the board shall be given by the secretary either by personal delivery, regular U.S. mail, facsimile transmission, or electronic mail at least five (5) days before the date of the meeting to each board member, to the librarian, and to The Gazette in accordance with the provisions of ORC §121.22.

C. The chair may call additional meetings as needed.

### **III. Payment of Expenses**

A. The librarian shall be authorized to pay any contractual obligation incurred by the law library in the ordinary course of its business. If the bill or expenditure is not contractual or in the ordinary course of business than the librarian shall not exceed \$500.00 per transaction or a total of \$1,000.00 per month, without consent of the board, provided the money has been appropriated. All other expenses shall require the approval of a majority of the board members present at a meeting.

B. Prior to each meeting, the librarian shall provide a list of bills to be approved at such meeting, and shall further provide a written report of any expenditures made, or debts incurred without board approval.

C. The librarian shall not incur any expense or debt unless the funds have been appropriated by the Board of Commissioners of Ashtabula County, Ohio, and any check shall be drawn on the Law Library Resources Fund, in accordance with procedures governed by the Ashtabula County Auditor.

D. Contracts shall be approved by the board and signed by the chair.

IV. **Receipts and Disbursements Procedures**

A. Receipts of all funds shall be directed to and deposited with the Ashtabula County Treasurer into the Law Library Resources Fund, and the librarian shall take steps to notify all courts and other sources of revenue that payments should be directed and made payable to the Ashtabula County Treasurer.

B. Prior to each meeting, the librarian shall prepare a list of all revenue received by the Ashtabula County Treasurer and credited to the Law Library Resources Fund.

V. **Officers**

A. The following officers are to be elected each year at the organizational meeting (the first meeting of the year) to serve until the next organizational meeting of the board and until their successors are duly elected and qualified:

1. Chair

2. Vice Chair

3. Secretary (to record minutes of each meeting for approval at the next)

VI. **Employment Matters**

A. The board shall hire a librarian and such other employees, for hours and compensation as may be reasonably necessary to operate the law library in accordance with the personnel policies of Ashtabula County.

VII. Operating & Rules for the Library's Use

A. The board hereby adopts for the operation of the law library the operating rules contained in Exhibit Attached hereto and incorporated herein.

Dated: April 9, 2013

  
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Kyle B. Smith, Chair

  
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John D. Lewis, Vice Chair

  
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Jennifer L. Feher, Secretary

  
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Peggy A. Carlo, Member

  
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Richard L. Dana Jr., Member

  
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Marie A. Lane, Member

## **Exhibit A**

### **Operating Rules of the Ashtabula County Law Library Resources Board**

These rules apply to the main law library in the Ashtabula County Courthouse, the branch libraries in the Conneaut and Ashtabula City Courthouses, and the branch library in Western County Court, Geneva (collectively referred to as the "law library").

1. The hours of operation of the law library are from Monday through Friday, at the hours for which each respective courthouse is open, and shall be open to all members of the public.
2. There shall be no charge for the use of the law library.
3. As of May 16, 2012 the withdrawal of any library material is prohibited. Any material that may leave the library shall be at the discretion of the librarian.
4. There shall be no charge for the incidental and ordinary usage of the law library copier for copying law library materials only. The librarian may charge \$.25 per page for extraordinarily large numbers of copied pages.
5. No food is allowed in the law library.
6. No smoking is allowed in the law library.
7. The librarian is not a research assistant; it is the responsibility of the user to conduct their own research.
8. The conference rooms in the law library in Jefferson are the only place in the law library that are to be used as a conference room.
9. Anyone found damaging or losing property of the Ashtabula County Law Library Resources Board shall be liable for its replacement.
10. Privileges to use the law library may be restricted or revoked by the law librarian at any time if any person is found damaging library property or violating these rules.