



Ohio Administrative Code

Rule 3375-1-01 Rules and regulations for operation of the state library board.

Effective: April 9, 2012

(A) By June thirtieth of each year the state library board shall approve the schedule of regular meetings for the upcoming fiscal year.

(1) Meetings shall be held at the state library unless otherwise designated by the president in the call.

(2) The secretary of the board, subject to the approval of the president, shall prepare the agenda for each meeting. Any member of the state library board may request the secretary to place a specific item on the agenda.

(3) The president shall preside at all meetings and shall perform such duties as are usually performed by such officer and those required by the rules and resolutions of the board. The vice-president shall, in the absence of the president, perform his/her duties.

(4) Generally observed parliamentary rules not in conflict with these bylaws shall be observed in conducting the meetings. The order of business shall be as follows:

(a) Roll call

(b) Minutes of preceding meeting

(c) Public participation time

(d) Federal Library Services and Technology Act business.

(e) Report of the state librarian

(f) Election of officers, during the June meeting prior to the beginning of each fiscal biennium



(g) Unfinished business

(h) New business

(B) Special meetings may be called by the president, and shall be called by the president upon the written request of two or more members of the board. Such request shall state the purpose for which the meeting is requested and shall be directed to the president, with a copy to the secretary. Notice of special meetings must be sent to each member of the board at least forty-eight hours in advance of the hour and the day set for the meeting and must state the purpose of the meeting.

(C) Three members of the board shall constitute a quorum for any regular or special meeting.

(D) Meetings of the board shall be open to the public in accordance with section 121.22 of the Revised Code.

(1) Each meeting of the board shall include time for public participation. A person wishing to address the board will make a written request to the secretary of the board.

(2) Remarks shall be limited to five minutes but may be extended by the president or motion of the board when available time and the nature of the subject warrant.

(3) Cameras and photographic equipment are permitted as long as their use does not interfere with the normal business of the board.

(4) Any person may learn the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

(a) Writing to the "State Librarian, The State Library of Ohio, 274 East First Avenue, Columbus, Ohio, 43201";

(b) Calling the office of the state librarian during normal business hours;

(c) Consulting the state library's website.



(5) 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 state librarian. The request shall provide the name of the individual media representative to be contacted, his/her mailing address and a maximum of two telephone numbers where he/she can be reached. The state librarian's designee shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this paragraph.

(6) In the event of a special meeting not of an emergency nature, the state librarian's designee shall notify all media representatives on the list of such meeting by doing at least one of the following:

(a) Sending written notice, which must be mailed no later than four calendar days prior to the day of the special meeting;

(b) Notifying such representatives by telephone no later than twenty-four hours prior to the special meeting. Such telephone notice shall be complete if a message has been left for the representative; or if, after reasonable effort, the state librarian's designee has been unable to provide such telephone notice;

(c) Informing such representative personally no later than twenty-four hours prior to the special meeting.

(7) In the event of a special meeting of an emergency nature, the state librarian's designee shall notify all media representatives on the list of such meeting by providing either the notice described in paragraph (E)(6)(b) of this rule; or that described in paragraph (E)(6)(c) of this rule; or notifying the state house press room. In such event, however, the notice need not be given twenty-four hours prior to the meeting, but shall be given as soon as possible. In giving the notices required by paragraphs (E)(6) and (E)(7) of this rule, state librarian's designee may rely on assistance provided by any member of the state library staff; and any such notice is complete if given by such member in the manner provided in said paragraphs.

(8) Minutes of meetings of the state library board shall be prepared promptly by the state librarian,



and shall be distributed to board members in advance of the next meeting of the board, at which time they shall be approved. Upon approval, copies of the minutes shall be available for public inspection online at the state library's website and during normal business hours in the office of the state librarian.

(E) A president and a vice-president shall be elected at the board's regular meeting in June, prior to the beginning of each fiscal biennium. The term of office shall be for the fiscal biennium.

(1) Nominations for such officers may be made at the meeting.

(2) A member shall not be re-elected to succeed himself in the office of president or vice-president, but shall be eligible for election to that office after it has been held by another member of the board (section 3375.01 of the Revised Code)

(3) In the event of a vacancy in the office of president, the vice-president shall accede to that office to serve for the remainder of the biennial term. The board thereupon shall elect a vice-president for the same term. Election of a vice-president for a partial term shall not preclude the member from being elected to a subsequent full two-year term.

(F) The state librarian shall serve as secretary of the board (section 3375.02 of the Revised Code)

(G) The board shall act as a committee of the whole. Special committees may be appointed by the president of the board for specific purposes and will continue to exist until the duty assigned to them is discharged unless discharged sooner by the board.

(H) The name of the library agency of the state of Ohio shall be "The State Library of Ohio."

(I) The state librarian shall be appointed by and hold office at the pleasure of the board. (section 3375.02 of the Revised Code)

(J) Qualifications. The state librarian must be a citizen of the United States and shall have the following qualifications: A master's degree in library science from an American library association accredited library school and significant library experience.



(K) Duties. The state librarian shall administer the state library and the state's library development program in accordance with the law and the policies of the board and in accordance with good library practice. He/she shall prepare a budget and disburse funds; appoint and supervise the staff; be responsible for public relations and publicity; recommend policies to the board; study the problems of Ohio libraries and recommend development programs to the board; report regularly upon finances, the program of the state library, and the status of library development. (section 3375.02 of the Revised Code)

(L) The state librarian shall give his/her full time to the duties of his/her office.

(M) The state librarian has the authority to appoint and remove the employees of the state library. (section 3375.02 of the Revised Code)

(N) Selection of staff members shall be based solely upon merit, with due consideration of knowledge, skills and abilities for the position involved. As an equal opportunity employer, there shall be no discrimination in the selection of employees by reason of religion, national origin, race, sex, political affiliation, color, sexual orientation, genetic information, age, disability, military status or any other consideration which is unrelated to merit or qualifications.

(O) The state librarian may make such administrative orders as he/she sees fit, and publish these for the guidance and information of the staff and public, provided such orders are not in conflict with the policies, rules, and regulations of the board.

(P) Organization. The state librarian may organize divisions and departments of the library and assign staff to these in accordance with policies established by the board. (section 3375.04 of the Revised Code)

(Q) The state librarian shall receive and review applications for grants under the federal Library Services and Technology Act program, and shall recommend to the state library board action upon such applications. He/she is authorized to review and act upon applications for grants of less than five thousand dollars and to make payment of such grants. Action on these shall be reported to the next meeting of the state library board.



(R) Reports.

(1) The state librarian shall report regularly upon the finances and programs of the library and shall also compile an annual report.

(2) The state librarian shall compile statistics and information concerning the operation of the public libraries of the state.

(S) Hours. The hours of the state library shall be from eight a.m. to five p.m., Monday through Friday. Public service hours may vary.

(T) The state librarian and assigned designees reserve the right to regulate activities by any non-employee or employee which disrupts or interferes with the normal work flow or use of the facility.

(U) This board shall, in accordance with sections 3375.01, 3375.81 and 3375.82 of the Revised Code, adopt and publish rules for the administration of state aid, subsidy, and grant programs, including provision for amendment of such rules.

(V) This board shall also adopt rules for exercising, under the Administrative Procedure Act, its responsibility under divisions (G), (H), and (K) of section 3375.01 of the Revised Code.

(W) These rules may be rescinded or amended, or new rules adopted, at any regular meeting of the library board provided that the intent to make such change is indicated in the agenda.