

Bylaws of the Board of Library Trustees St. Mary's County

ARTICLE I: NAME

The name of this Board shall be the Board of Library Trustees for the St. Mary's County Library, hereinafter "the Board" and "the Library".

ARTICLE II: PURPOSE

The purpose of the Board is to supervise and manage the Library and to ensure the proper delivery of library and informational services to the benefit of the community of St. Mary's County.

ARTICLE III: TRUSTEES

SECTION 1: APPOINTMENT

The Board shall be composed of seven (7) Trustees, nominated by the Board and appointed by the Board of County Commissioners of St. Mary's County, in accordance with the provision of Section 23-403, Title 23, Division IV, Education, of the Annotated Code of Maryland.

SECTION 2: TERM AND VACANCIES

- a. A Trustee serves for a term of five (5) years.
- b. A Trustee may be reappointed for a second term, but may not serve more than two (2) consecutive terms.
- c. A Trustee appointed to fill a vacancy in an unexpired term is eligible for appointment to serve two (2) additional consecutive terms.

SECTION 3: COMPENSATION

The Trustees serve without compensation.

SECTION 4: ATTENDANCE

Two (2) consecutive unexcused absences by a Trustee from regular Board meetings may result in consideration of a Trustee's replacement on the Board.

SECTION 5: REMOVAL

A Trustee may be removed from the Board for malfeasance or any such activities inimical to the purpose of the Board by a unanimous vote of the other Trustees.

ARTICLE IV: OFFICERS

SECTION 1: APPOINTMENT

The Officers of the Board shall be chosen by the Board at the Annual Meeting. Officers shall be a President, Vice President and Treasurer.

SECTION 2: TERM

The term for an Officer is one (1) year and said Officer may not serve more than four consecutive terms.

SECTION 3: DUTIES

- a. The President shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform all duties of a presiding officer.
- b. The Vice President shall perform all duties and functions of the President in the event of the absence of the President.
- c. The Treasurer shall receive and have charge of all monies under the control and supervision of the Board, shall sign all checks on the account of said monies and shall provide the Board with a financial statement at each regular meeting of the Board. The Board shall have the sole right to authorize any expenditure of these monies, however any such authorization by the Board must be for and to the benefit of the Library.

ARTICLE V: MEETINGS

SECTION 1: FREQUENCY, PLACE AND TIME

- a. The Board shall hold a minimum of ten (10) regular meetings a year.
- b. The regular meetings shall take place at one of the St. Mary's County Libraries, with the schedule of locations for the year to be confirmed at the annual meeting.
- c. All regular meetings shall occur on the third Tuesday of each month, at a proscribed time to be designated by the President.

SECTION 2: ANNUAL MEETING

The Annual Meeting shall be held in January at one of the libraries and at a time determined by the President.

SECTION 3: SPECIAL MEETINGS

Special meetings may be called by the President of the Board or by a quorum of the Trustees of the Board to transact such special business at a place and time that shall be stated in the call for said meetings.

SECTION 4: NOTICES

Notices of all meetings of the Board shall be posted on the library's website at least seven (7) days prior to the date of the meeting; however, the Board reserves the right to waive this notice requirement, when appropriate.

SECTION 5: QUORUM

A quorum for the transaction of business shall be four (4) Trustees of the Board.

SECTION 6: RULES

All meetings of the Board shall be conducted according to the latest revised edition of Robert's Rules of Order.

ARTICLE VI: POWERS AND DUTIES

SECTION 1: POWERS AND DUTIES

The Board is responsible for the formulation and determination of policy for the Library with regard to management, fiscal and personnel matters, per Sections 23-403 through 23-406 of the Annotated Code of Maryland.

SECTION 2: LIABILITY

The Board shall ensure that the library is adequately insured.

ARTICLE VII: DIRECTOR

SECTION 1: DIRECTOR

The Director shall be appointed by the Board and shall serve at the discretion of the Board.

SECTION 2: DUTIES

- a. The Director shall be responsible for the day-to-day administration and operations of the Library.
- b. The Director shall act as secretary to the Board, and as such keep a true account of the proceedings of the Board, shall issue all meeting notices, shall maintain all records of the Library, and shall perform such other duties as required by the Board and Section 23-306 of the Annotated Code of Maryland. The taking of Board Meeting Minutes may be delegated to a library employee at the Director's discretion, but the Director alone is responsible for their content and accuracy.
- c. The Director shall prepare the Annual Budget for the approval of the Board. Once the Budget is approved by the Board and the Board of County Commissioners, the Director shall maintain said Budget and report on it in detail at each regular meeting of the Board.
- d. The Director shall maintain current statistical data with regard to the operations of the Library and report on such data at the regular meetings of the Board.
- e. The Director shall inform the Board of any problems that do or could effect established policy with regard to the operation of the Library.
- f. The Director shall designate an appropriate, qualified member of the Library staff to act as Director *pro tempore* should the Director be temporarily incapacitated or otherwise unable to perform his or her duties. The acting Director shall perform all duties of the Director.

ARTICLE VIII: AMENDMENTS

These Bylaws and additions there to may be amended at any regular meeting of the Board by a vote of a quorum plus one, or five (5) of the Trustees, provided that such amendment shall be stated in the call for the meeting. Any such amendment may be submitted to the Commissioners of t. Mary's County.

Revised 12/16/1996

Revised 2/21/2006

Revised, 4/16/2019