

# **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 people 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 provisions of Section 23-403, Title 23, Division IV, Education, of the Annotated Code of Maryland.

### **SECTION 2: TERMS 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 absences by a Trustee from regular Board meetings without notification to the Board 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 two 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 report on Board investments on a quarterly basis at the regular meetings for January, April, July, and October. The Board shall have the sole right to authorize any expenditure of these monies; any such authorization by the Board must be for and to the benefit of the Library.
- d. Trustees are encouraged to serve at least one year as an officer during one five year term. In addition, Trustees are encouraged to participate in special projects outside of Board meetings, attend special Library events, attend County hearings regarding the Library budget and other Library issues, and serve as advocates for the Library system.

## **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. The annual schedule for all regular meetings shall be published on the Library website by December 15th of the previous year. Adjustments to the schedule shall be announced as soon as practical.

### **SECTION 2: ANNUAL MEETING**

The Annual Meeting shall be held in January..

### **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 special meetings of the Board shall be posted on the library's website at least seven (7) days before 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 St Mary's County 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 and the Board are adequately insured through annual reviews of insurance policies and levels.

## **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, shall 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. The draft meeting minutes shall be submitted to the Board for review, edits, and approval.
- c. The Director shall prepare the annual budget for the approval of the Board. Once the final budget is approved by the Board, 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 quarterly intervals or as requested by the Board.
- e. The Director shall inform the Board of any problems that do or could affect 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 may be amended at any regular meeting of the Board by a vote of a quorum plus one, or five (5), provided that such amendment shall be stated in the call for the meeting. .

Attached: Appendix A Process for Selection of New Trustees  
Appendix B Annual Performance Process for Review of the Director  
Appendix C Resolution Concerning Vanguard Account and Summer Interns

## Appendix A: Process for Selection of New Trustees

The process for selecting a nominee for the Library's Board of Trustees is a multi-step, collaborative effort involving the Library Trustees, County staff, and the St. Mary's County Commissioners.

Prior to the expiration of the term of office by a sitting trustee, or upon there being an unexpected vacancy on the Board, County staff will advertise the Trustee opening and the application process and deadline.

After the application window closes, the County will forward the applications and resumes to the Library for copying and distributing to each sitting Trustee. This grouping will be designated: Applicants.

The Trustees will examine the application packet(s) for completeness and review the accompanying resume(s) to determine the applicants' qualifications to become candidates for joining the Board. Those applicants selected to move forward in the process will be designated: Candidates.

Next, each candidate will be invited to participate in an interview with a sub-set of the Trustees.

When all candidates have been interviewed, the Trustees will meet in closed session. From that closed session, the Trustees will choose three nominations for each upcoming Board vacancy. This group will be designated: Nominees. The nominees will be ranked from 1 to 3 for each vacancy.

At the completion of the closed session, the Trustee presiding over the nomination process will notify by email the appropriate County individual of the Nominee names for each vacancy and their ranking. This information will be kept confidential to the Trustees and to County and library staff who have need-to-know as determined by the director and/or Board of Trustees.

The three-person (per Board vacancy) list is forwarded to the Commissioners. The Commissioners are not required to honor the recommended ranking of the three names presented to them, but they cannot consider or appoint any person not recommended to them through the Trustees' selection process.

In the unlikely event that there are multiple, simultaneous vacancies and not enough qualified applicants to nominate three candidates per vacancy, the trustees may nominate fewer than three per vacancy. After the Commissioners make their selection(s), they will announce the name(s) to the Library Trustees and staff and to the public at large.

## Appendix B: Annual Performance Review of the Director

### **Performance Evaluation Process for Director of the St. Mary's County Public Library System**

The annual performance period for the Director, St. Mary's County Public Library, is **July 1 to June 30**. The Director's self-evaluation input must be submitted to the Board Chairman by July 20 of each year. Trustees may submit their ratings/comments to the Board Chairman by **August 1**. The Board Chairman and/or Vice Chairman will collate Board members inputs and will synthesize the individual contributions. The Board will meet in closed session to determine the overall rating and finalize comments by **August 15**. The Board Chairman and/or Vice Chairman will discuss the performance evaluation with the Director and provide a written copy. The Board will give periodic feedback to the Director throughout the performance period both verbally and in writing.

## Appendix C: Resolution Concerning Vanguard Account and Summer Interns

The Board funds held in Vanguard account No. XXXX are to be used to fund the Library's "Summer Intern Scholarship Program." The intention of this fund is to generate sufficient growth from investments that will cover the annual cost of "Summer Intern Scholarship Program." The Board will determine annually the amount of funds to support the Summer Intern Scholarship.

The purpose and intent of this fund will remain unchanged until further action by a majority of the Board of Library Trustees to either disband the fund or change its purpose.

*Revised 12/16/1996*

*Revised 2/21/2006*

*Revised, 4/16/2019*

*Revised, 4/9/2026*