

BYLAWS OF THE
BOARD OF TRUSTEES
KENT COUNTY PUBLIC LIBRARY

The Board of Library Trustees is the governing body for the Kent County Public Library, having been established and supported by the Kent County Commissioners pursuant to Maryland Annotated Code ED, §23-401.

Trustees

The Board of Library Trustees is composed of seven (7) Trustees appointed by the Kent County Commissioners from nominees submitted by the board of library trustees. The members of the board shall be: representative of the area and residents of Kent County.

An appointment to serve as a Trustee is a five-year term that begins on January 1st of Year I and ends on December 31st of Year V. Terms are staggered such that vacancies on the Board occur at the rate of one or two per year. A vacancy on the Board created by an unexpired term shall be filled first and then full-term vacancies shall be filled.

A Trustee may serve two consecutive five year terms unless an appointment is made to fill an unexpired term. A Trustee appointed to an unexpired term may serve the duration of the unexpired term as well as serve two consecutive five year terms.

Officers

The officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer. Their term of office shall be for one year. They shall be elected at the first regular meeting in each calendar year and shall remain in office until their successors are elected. No person shall remain in the same office for more than two successive terms except under extraordinary circumstances and by a unanimous vote. The Executive Director of the Library (f.k.a. Library Administrator) may act as Executive Secretary to the Board.

Duties of the Officers

The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their name.

1. The President of the Board shall preside at all meetings, appoint all standing and special committees and stand as an ex officio member of all committees, authorize call for any special meeting, and perform all other such duties of a presiding officer or as may be assigned by the board. The President shall provide the County Commissioners written notification of any Trustee who fails to meet the attendance requirements by no later than the 15th of January of each calendar year. The President shall be the only spokesman for the Board of Library Trustees in all public relations, advisory and Board communications directed to the staff.
2. The Vice-President, in the absence of the president, shall assume all the duties of the president.

3. Secretary

a. The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings; provide notice of all regular meetings and of all special meetings; supervise control and retention of the Board's minutes, revenue and expenditure reports, policies, and any and all other documents kept in the ordinary course of the Board's business; maintain meeting attendance records, and notify the Board President no later than the end-of-the calendar year, of any Trustee who has failed to attend half of the regularly scheduled Board meetings

b. The Secretary shall prepare a schedule of regular meetings of the board for the ensuing calendar year that includes dates, times and places of such meetings and provide said schedule of regular meetings to the local newspaper and post the schedule of meetings in the library.

4. The Treasurer shall have charge of all library funds and income and shall sign checks in accordance with Budget and Procurement Policy and other financial policies of the Board. The Treasurer shall report at each meeting on the state of the funds. Treasurer must be adequately bonded. The President may sign checks in lieu of the Treasurer.

Committees

1. There shall be such standing committees as the Board may desire. They shall be appointed by the President for one year, and each committee shall consist of a chairman and at least one other member. The President shall be, ex officio, a member of all standing committees.

2. Special committees may be appointed by the President at any time, such committees to serve at the pleasure of the Board.

Meetings

1. Regular meetings shall be held on the fourth Monday of each month. The meetings shall be open to the public and advance notice shall be given. The first regular meeting shall be held in January; action items shall include but are not limited to: election of officers; scheduling of Board meetings for the calendar year; orientation or re-orientation of Trustees; and review of past year's progress and highlight current year goals in accordance with the Kent County Public Library Strategic Plan; and.

2. Special meetings may be held at any time at the call of the President or the Secretary; unless by call of any two members of the Board, provided that notice thereof is posted on the front door of the library as well as given to all Trustees, at least 48 hours in advance of the special meeting.

3. A quorum shall be a majority of the Board.

Order of Business

1. The order of business at all regular meetings of the Board shall be as follows:

Call to Order
Disposition of Minutes of Previous Meeting
Review of the Agenda
Treasurer's Report
Reports of Standing Committees
Reports of Special Committees
Librarian's Report
Unfinished Business
New and Miscellaneous Business
Public Comments

2. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

3. Any of the foregoing *Orders Of Business* may be temporarily suspended by a unanimous vote of all the trustees present at any meeting, and the vote on such suspension shall be taken by Yeas and Nays and entered in the official record.

Executive Director

1. The Executive Director of the Kent County Public Library shall have sole charge of the day-to-day administration of the Library. Day-to-day administration of the library includes but is not limited to: the care of the buildings and equipment; supervision of the staff; maintain a current personnel manual and staff development plans; oversight of fixed assets; delivery of efficient and courteous delivery of the Library's services to the public; custody of the Board's minutes, policies, bank statements, Reconciliation Reports, Revenue and Expenditure Reports, Audits, Annual Reports, Staff Personnel Records, Time and Attendance Reports, and other records or documents kept in the regular course of the Board's business; and, for the prudent operation of the Library under the financial conditions set forth in the annual budget.

2. The Executive Director shall prepare and assemble an information packet that contains all the documents necessary to conduct the Board's regular meetings, one week in advance of said meeting and distribute to all Board Members. That packet shall include but is not limited to: an Agenda; Minutes of the previous meeting(s); Revenue and Expenditure Reports for each Account; Librarian's Report; Circulation Report; Committee Reports; Status Reports; and other documents related to action items under new or old business.

3. The Executive Director shall prepare recurring reports for the Board's review and timely submit said reports to the State Department of Education include but not limited to: Fiscal Year Audit; Annual Report; Letters of Assurance of Compliance in Staff Training Requirements;

4. The Executive Director shall prepare the annual budget for approval by the Board and County Commissioners and control expenditures to adhere to the budget appropriations.

5. The Executive Director shall present written policies and procedures for the Board's approval, topics of which shall be assigned by the Board or self-initiated to improve the internal work processes of the staff or to promote efficiencies in Library operations.
6. The Executive Director shall attend all regular Board meetings and serve as the Executive Secretary to the Board.

Amendments

These bylaws may be amended at any meeting of the Board, by a vote of a majority of the membership of the Board, provided the amendment was stated in the call for the meeting.

*Approved and re-adopted by the Board of Library Trustees. November 22, 2010.
Revised February 28, 2011 by Board of Trustees*