

BYLAWS OF THE
BOARD OF TRUSTEES
KENT COUNTY PUBLIC LIBRARY

General

The Board of Library Trustees is the governing body for the Kent County Public Library, hereafter KCPL, 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 Director of the Library (a.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, the rules of this Board, and 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 nomination 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 notice to local news organization and post on the KCPL web site.

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 current KCPL financial status. The Treasurer must be adequately bonded. The President may sign checks in lieu of the Treasurer.

Committees

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

Meetings

1. The Board shall meet at least every three months. 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 reorientation of Trustees and review of past year's progress and creation of appropriate committees by the President.
2. Special meetings may be held at any time at the call of the President or the Secretary; or 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 and local news organizations 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 may be as follows:

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

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

Director

1. The 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 Library services to the public; custody of the Board's minutes, policies, bank statements, Reconciliation Reports, Revenue and Expenditure Reports, Audits, Library statistics, 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 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 meetings and distribute to all Board Members.

3. The Director shall prepare recurring reports for the Board's review and timely submit said reports to the State Department of Education which include but are not limited to: Fiscal Year Audit and Annual Report.

4. The 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 Director shall present written policies and procedures for the Board's approval, topics of which shall be assigned by the Board or self-initiated by the Director to improve the internal work processes of the staff or to promote efficiencies in Library operations.

6. The Director or her or his representative 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 two thirds of the membership of the Board, provided the amendment was presented to the Board at least 30 days prior to the Board meeting at which the vote on the amendment will be called.

Approved and re-adopted by the Board of Library Trustees. November 22, 2010.

Approved and re-adopted by the KCPL Board of Library Trustees. April 30, 2012