

RUTH ENLOW LIBRARY OF GARRETT COUNTY: BYLAWS AND RULES

Article I – **NAME**: The organization shall be called the Board of Trustees of the Ruth Enlow Library of Garrett County, subsequently referred to as the “Library Board.”

Article II – **PURPOSE**: The purpose of the Library Board is to supervise and manage the Library and to ensure the proper delivery of library and information services to the benefit of the community of Garrett County.

Article III – **MEMBERSHIP**

Section 1. The Library Board shall consist of seven members, appointed by the County Board of Commissioners, from nominees submitted by the Library Board.

Section 2. Qualifications of Member

- A. Chosen on the basis of character, ability and demonstrated interest in library matters
- B. Representative of the area the library serves
- C. Residents of the Garrett County

Section 3. Terms of service

- A. Terms last five years and a member may serve a maximum of two consecutive terms.
- B. Terms are staggered.
- C. A member appointed to fill a vacancy in an unexpired term serves until the end of that term, until that member is reappointed or until a new member is appointed. A member appointed to fill a vacancy is eligible to serve two additional consecutive terms.

Section 4. Vacancies occur when a member resigns, dies, no longer is a county resident, is removed for cause, or without adequate excuses fails to attend 50% of meetings within a fiscal year.

Section 5. Compensation: The Library Board serves without compensation.

Section 6. 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, at a meeting where a quorum is present.

Article IV – **OFFICERS**

Section 1. Officers shall consist of a chairperson, vice-chairperson, secretary and treasurer.

Section 2. Officers shall be elected at the annual meeting and shall serve for two years.

Section 3. A nominating committee of two members shall be named by the chairperson at the meeting before the annual meeting, and they shall present a slate at the annual meeting for a vote at that meeting.

Section 4. The chairperson shall preside at all board meetings, authorize calls for special meetings, appoint committees, execute documents authorized by the Library Board and generally perform the duties of that office.

Section 5. The vice-chairperson shall assume the perform the duties of the chairperson in the event of the absence, disability or resignation of the chairperson.

Section 6. The secretary for the Library Board shall be the library director (or his/her designee). The secretary has no voting rights. He/she shall keep a true and accurate record of the meetings, shall issue notice of all regular and special meetings and shall perform such other duties that are generally associated with that office.

Section 7. The Library Board shall appoint some qualified person, who may or may not be a member of the Library Board, to act as treasurer of the Library. The treasurer shall be the disbursing officer of the Library Board, cosign all checks, and shall perform such duties as generally devolve upon the office. He/She shall be bonded for a minimum of \$5,000. In the event of the absence or inability of the treasurer, his/her duties shall be performed by such other member of the Board as the Board may designate.

Article V – **MEETINGS**

Section 1. The regular meeting shall be held on a uniform day each month, the day, hour and location to be set by the Board at its annual meeting, unless otherwise ordered by the Board.

Section 2. The annual meeting, which shall include the election of officers every other year, establishing a regular meeting date and review of the bylaws, policies and procedures, shall be held at the meeting following the end of the fiscal year.

Section 3. There shall be a meeting at least every three months

Section 4. Any final action of the Board shall be taken at a public meeting, with the exception of those decisions made at a closed meeting.

Section 5. Minutes shall be open to the public, with the exception of parts of closed meetings.

Section 6. Failure of a Board member to attend meetings: Any member of the Library Board who fails to attend at least half of the scheduled meetings of the Board during any calendar year shall be considered to have resigned from the Board.

- A. The Board Chairperson shall report the member's name and nonattendance to the Board of Commissioners by January 15, of the following year.
- B. The Board of Commissioners may reject the resignation if the member explains his or her nonattendance satisfactorily.

- C. The resignation is effective from the date of the final review by the Board of Commissioners, which shall be within 10 days after it receives the report.

Section 7. Order of Business for regular meetings shall include, but not be limited to the following items:

- A. Call to Order
- B. Approval of the Agenda
- C. Approval of prior minutes
- D. Review of the Financial Report
- E. Approval of bills which are unusual in amount or origination
- F. Director's Report
- G. Committee Reports
- H. Old Business
- I. New Business
- J. Correspondence
- K. Adjournment

Section 8. Special meetings may be called by the secretary at the direction of the chairperson, or at the request of two members for the transaction of business as stated in the call for the meeting. Written, email or direct phone contact must occur with each board member at least two business days prior to the meeting date, unless an emergency exists.

Section 9. A Quorum will consist of one member greater than 50 percent of the total members on the Board. A quorum is required to conduct business. Issues shall be decided with a majority vote of the quorum present.

Section 10. Conduct of the meetings will be governed by the revised Roberts Rules of Order.

Section 11. Closed meetings must adhere to state law.

Article VI – **POWERS AND DUTIES OF THE LIBRARY BOARD**

Section 1. Shall operate the Library to provide free services to residents of Garrett County. The Board may permit persons from outside of Garrett County to use the Library under the terms and conditions it determines.

Section 2. May establish and operate libraries at any location in Garrett County.

Section 3. Shall determine the policy of the Library with regard to management, fiscal and personnel matters.

Section 4. Shall adopt reasonable rules, regulations and bylaws for the use of the Library and the conduct of its business.

Section 5. Shall advise in the preparation of and approve the library budget.

Section 6. Receive, account for, control and supervise, under the rules of the Board of County Commissioners, the spending of all public funds and donations received by the library.

Section 7. Use (if needed) the services of the fiscal agencies of the County Commissioners.

Section 8. Provide for an audit at least annually, of its business and financial transactions and of the accounts of the treasurer. The results of this audit shall be made public.

Section 9. Shall make an annual report to the Board of Commissioners

Section 10. Shall accept any gift, grant, or appropriation for library purposes from any person under any appropriate terms and conditions and shall own and dispose of same.

Section 11. Shall recommend to the Board of Commissioners the acquisition, use or conveyance of property for any valid library purpose.

Section 12. Shall select the location of and approve plans for the erection of library buildings, subject to the approval of the Board of Commissioners.

Section 13. Shall make contracts for any library service with any person.

Section 14. Shall ensure that the library is adequately insured.

Article VII – **LIBRARY DIRECTOR AND STAFF:** The Library Board shall appoint a qualified library director who shall be the executive and administrative officer of the library, on behalf of the Library Board and under its review and direction. The director shall hire or oversee the hiring of all other employees based on the written policies, procedures and job descriptions approved by the Board and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and other library material, in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Duties of the Director

- A. Shall be responsible for the day-to-day administration and operations of the Library
- B. Shall assist the Board Secretary to keep a true and accurate account of the proceedings of the Board, shall issue meeting notices, shall maintain all records of the Library and shall perform such other duties as required.
- C. Shall prepare the Annual Budget for approval of the Board and present that approved Budget to the County Commissioners. Shall maintain said budget and report on it at each regular meeting of the Board.
- D. 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. Shall inform the Board of any problems that do or could affect the operation of the Library.
- F. Shall appoint a qualified member of the Library Staff to act as director pro tempore, should the Director be temporarily unable to perform Director duties.

Article VII – **COMMITTEES**

Section 1. The chairperson shall appoint standing committees as deemed appropriate. They shall serve for one year and report at regular meetings

Section 2. The chairperson may appoint special committees for targeted purposes as the need arises. These committees shall dissolve upon completions of the purposes.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Library Board it is granted specific power to act.

Article VIII – **AMENDMENTS**: These bylaws may be amended by a positive vote of five members of the Board. Written notice of the amendment must have been received by all Board Members at least 10 days prior to the meeting at which such action is proposed to be taken.

Article IX – **GENERAL**: any rule or resolution of the Library Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum is present and all of the Board Members in that quorum approve