

## **Calvert Library Board of Library Trustees**

### **General Information and Criteria for Selection**

The Board of Library Trustees is governed by the Annotated Code of the State of Maryland, Article 23 sections 403-407 and is the legal governing body with full authority for the operation of the library. As such, the Board supervises the Executive Director and sets policy which is implemented by the Executive Director and staff.

#### **General Information**

- The Board of Library Trustees meets at 5:30 p.m. on the third Tuesday each month; meetings rotate between library locations and Zoom.
- From time to time, special board meetings may be called to deal with time-bound projects or issues.
- Committee meetings may be called to study different issues but currently there are no standing committees of the Calvert Board of Library Trustees.
- The Board consists of 7 members who each serve a term of 5 years, Members may be reappointed for a second term, but may not serve more than 2 terms consecutively.
- Board packets are sent out, at the latest, the Friday before each Board meeting. Packets include the agenda, minutes from prior meetings, background for new or unfinished business, a written Director's Report, and financial expenditure reports.
- The Board conducts an annual review of the Executive Director's performance in November/December of each year.
- Non-attendance at more than 50% of meetings in any one year is an implied resignation.

#### **Criteria for Selection**

Trustees must:

- Serve for 5 years.
- Indicate an expressed commitment to carry out the duties of a Library Trustee.
- Be a card-carrying library customer.
- Have time to devote to Board activities on behalf of the library such as County budget hearings, regular board meetings and Regional Library activities.
- Express a willingness to be a vocal advocate for libraries.
- Read the Bylaws of the Board of Library Trustees and Trustee Handbook documents
- Comply with Calvert County [Code of Ethics Section 41-15.B.2](#): regarding financial disclosures for any potential conflict of interest within 30 days after appointment and annually thereafter.

#### **Other Information**

- Calvert Library receives extensive operational support from the Southern Maryland Regional Library Association (SMRLA). Services include delivery, training, IT support of the library catalog, provision of email, technical services which includes cataloging and processing of new materials, and database management. SMRLA is governed by a nine-member Board of Trustees. One member is drawn from each of the Boards of Calvert, Charles, and St. Mary's libraries and two additional members per county are from the general public.

- SMRLA events include an annual corporate meeting and a regional board retreat.
- In addition to regular meetings and County budget hearings Board members are also invited and encouraged to attend special events such as:
  - Maryland Libraries Legislative Day which is generally held in Annapolis in February
  - Southern Maryland Legislative Reception from 7-9pm the last Thursday in Feb.
  - Citizens for Maryland Libraries annual Trustees meeting in October
  - One Maryland One Book author events in September/October
  - Calvert Library Friends and Foundation events and fundraisers