



BOARD OF LIBRARY TRUSTEES

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January 2, 2013

Dear Applicant,

Thank you for your interest in the position of Director of Calvert Library.

Under Maryland law, Boards of Library Trustees are appointed by the County Commissioners (or equivalent) from a nomination list approved by the sitting Board. Such Boards are responsible for a wide variety of library functions, e.g. approving budgets, approving sites for building locations, establishing operational and personnel policies, customer rules, and the selection and evaluation of the Library Director. (Authority for hiring staff is delegated to the Director.) The Board also works with elected officials on matters related to the library.

We meet monthly in public to receive reports on library activity and adjust policies as needed. Communication with the Board between meetings is informal and encouraged.

Although not a large County, the geography dictates the existence of three Branches in addition to the central facility in Prince Frederick, as well as an outreach van. Calvert Library is an active organization, circulating over a million items last year to over 60,000 cardholders. While operational matters are obviously the central concern of the Director, the Board provides support, especially in advocacy.

If you have any questions about the role of the Board, please feel free to contact me at khine@erols.com.

Regards,

A handwritten signature in black ink that reads "M. Kiplinger Hine, Jr." with a stylized flourish at the end.

M. Kiplinger Hine, Jr.
President
Calvert County Board of Library Trustees

