

TOWN OF MCLENNAN MUNICIPAL LIBRARY BOARD

ORIENTATION AND CONTINUING EDUCATION FOR BOARD TRUSTEES POLICY

New Board Member Package

1. The Town of McLennan Municipal Library Board recognizes the need for orientation of new Board members that are informed and orientated about their role and responsibilities as Board Trustees.
2. The Board will provide an orientation package to each new Trustee which will include the following.
 - Alberta Libraries Act and Regulations
 - Alberta Library Trustees Handbook
 - Library's Bylaws and Policy Manual
 - Current Plan of Service
 - Current Annual Report and audited Financial Statement
 - Sources of Library funding
 - Minutes from past three meetings
 - Board meeting dates
 - List of current Board members
 - Introduction to Peace Library System and the services it provides
 - Introduction to the Provincial Library Network and the services it provides
 - Information about the relationship between the Library Board and the Library Manager
 - Trustee job description

Orientation of Board Members

3. The Orientation process will be the responsibility of the Board Chair and the Library Manager. This process will include an explanation of the materials in the orientation package and a tour of the Library.
4. The new Board Trustee will, with the Library Manager, acquaint him or herself with the procedures and programs at the Library.

Continuing Education of Trustees

5. The Board recognizes the importance of having informed Trustees. To ensure this, the Board provides, within the limits of its budget, financial support for attendance at library conferences, workshops and conferences.

6. Within budget guidelines, expenses incurred by individual Trustees for travel, subsistence, lodging and registration fees, will be reimbursed as per established procedure.
7. Trustees are expected to provide a verbal report on conference attendance to the Board.

Trustee Association Membership

8. The Town of McLennan Library Board Public Library maintains a membership in the Alberta Trustees Association (ALTA). The Board Chair is the voting representative.

Approved: November 2006

Revised: March 2015

Reviewed: December 2018

Revised: February 2019

Next review: January 2021

Board Chair: