



Taber Public Library
Board Member Orientation



Location: 5415 50 Ave. Taber, Ab, T1G 1V2

Phone #: 403-223-4343

Website: <http://www.taberlibrary.ca>

Librarian: Heather Martin-Detka, MLIS

HOW?

TRUSTEE ORIENTATION

Libraries Regulation 7(1): *Subject to Section 36 of the Act, every Board shall establish policies with respect to orientation and continuing education of Board members and staff.*

Orienting new trustees should be enjoyable, should give them a sense of belonging, and should convey that they are valued in the organization.

The new trustee should:

1. Meet with the Chair or Vice-Chair prior to the first Board Meeting if possible. If not, another available board member can review the following with the new member prior to his / her first meeting:

- Review previous minutes.
- Provide a copy of the Board Manual and review the Mission, Vision, Bylaws, Policies and Procedures, Budget, Legislation and Code of Conduct.
- Explain Board operations including meeting schedules and committee structure.
- Provide a copy of the Libraries Act and Libraries Regulation.
- Provide clarification of library funding.
- Provide information on understanding nonprofit financial reports.
- Provide online resources for further information, such as the ALTA website.
- Provide background on current issues or controversies.

2. Tour the library to review the services and programs offered, and meet with the Library Manager and the staff on shift at the time.

- While there is no designated time frame, the tour should be conducted within one month of the new member's appointment. Ideally, the Chair or Vice Chair should accompany the Library Manager to help field questions and provide information

3. Be paired with an experienced trustee for the first two meetings to ensure the new member understands the background of the motions and discussion.

- If no one volunteers, the duty shall be assigned to the Vice - Chair

Follow-up Notes:

Schedule a three-month check-up to see how the new trustee is doing.

Schedule a full board orientation from time to time.

Recommended Resources

ALTA. (2016). *Alberta Library Trustees Association Handbook*.

<http://www.librarytrustees.ab.ca>

Culture and Tourism. (2017). *Board Building: Recruiting and Developing Effective Board Members for Not-for-Profit Organizations*.

<http://culture.alberta.ca/community/programs-and-services/board-development/resources/workbooks/>

Municipal Affairs. (2017). *Public Library Services*.

<http://www.municipalaffairs.alberta.ca/alberta-libraries>

Ross-Giroux, L. (2014). *Changing Newbies to Knowbies*.

<http://www.librarytrustees.ab.ca/documents/education/Changing-Newbies-to-Knowbies.pdf>

WHY?

Orientation and Education

No business would expect a new employee to take on the responsibilities of a new job or be an asset to the company without taking time to explain the vision/mission, goals and business model of the company.

Library boards are similar. Board members, who are to be the governors of the library and help direct its future, must be knowledgeable about the services, financing and day to day functions.

Through orientation, our board ensures that a new trustee has enough information about the mission, policy and goals of the library and sufficient understanding of responsibilities and duties to become an effective and contributing member.

Trustee Orientation is in place to:

- help the new trustee feel welcome and needed
- increase efficiency and save time
- decrease frustration
- coach the new trustee to find abilities that will serve the board
- foster a sense of unified purpose
- provide continuity

Trustee Education:

Orientation is only the beginning of the education available. All new trustees must attend workshops held at different communities throughout the year.

In addition, trustees must learn:

- how to make policy
- how to conduct and participate in meeting
- how to make presentations to town council, staff, visitors and the larger community.
- appropriate information relevant to the library such as the board manual, legislation and various resources
- computer skills such as email, Word, Facebook and Twitter

There are many opportunities for trustees to enhance their skills. These include but are not limited to:

- Annual Alberta Library Conference
- Board Development workshops, sponsored by Alberta Community Development

- Trustee Orientation workshops, sponsored by the Alberta Library Trustee's Association
 - Alberta Library Trustee Association workshops on specific topics (presented periodically)
 - Workshops presented by regional library systems
 - On-line training through the Alberta Library Trustee Association
 - Other library events, conferences and seminars
 - Personal growth courses such as public speaking resources
- **Code of Ethics**
ALTA. (2016). *Alberta Library Trustee Association Handbook*.
<http://www.librarytrustees.ab.ca/documents/association/ALTA-Handbook-final-August-2016-3.pdf>
- **Roles and Responsibilities**
 - ALTA. (2016). *Alberta Library Trustees Association Handbook*
<http://www.librarytrustees.ab.ca>
 - Culture and Tourism. (2017). *Board Building: Recruiting and Developing Effective Board Members for Not-for-Profit Organizations*.
<http://culture.alberta.ca/community/programs-and-services/board-development/resources/workbooks/>
 - PLSB. (2017). *Policies and bylaws: a guide for Alberta public library boards*.
<http://www.municipalaffairs.alberta.ca/documents/libraries/Policies%20and%20Bylaws%20Guide%20FINAL%20-%20September%202017.pdf>
 - Ross-Giroux, Laura. (2014). *Changing "Newbies to Knowbies"*.
<http://www.librarytrustees.ab.ca/documents/education/Changing-Newbies-to-Knowbies.pdf>

Library Trustees 101: Essential Resources

Get started here! Click through the links below to learn the basics of being an effective library trustee with tips on topics ranging from advocacy to strategic management.

- ALTA. (2016). *Alberta Library Trustee Association Handbook*.
<http://www.librarytrustees.ab.ca/documents/association/ALTA-Handbook-final-August-2016-3.pdf>
- ALTA. (2016). *Advocacy*.
<http://www.librarytrustees.ab.ca/documents/education/Advocacy-Presentation.pdf>
- ALTA. (2016). *Employment Standards Toolkit*.
<http://www.librarytrustees.ab.ca/documents/Education/Employment-Standards-Toolkit.pdf>

- ALTA. (2017) Everything You Wanted to Know About Your Library Manager.
<http://www.librarytrustees.ab.ca/Everything%20You%20Wanted%20to%20Know%20About%20Your%20Library%20Manager%5EL.%5EL.Ask.ppsx>
- ALTA. (2016). *Trustee 2.0 Workshop*.
<http://www.librarytrustees.ab.ca/Trustee%202.0%20Yellowhead%20powerpoint.pptx>
- PLSB. (2010). Service Planning Workbook for Alberta Libraries, Public Library Services Branch.
http://www.librarytrustees.ab.ca/documents/education/SERVICE_PLANNING_WORKBOOK_13.pdf
- Ross-Giroux, Laura. (2014). *Changing "Newbies to Knowbies"*.
<http://www.librarytrustees.ab.ca/documents/education/Changing-Newbies-to-Knowbies.pdf>