

## **1.8 NEW BOARD MEMBER ORIENTATION**

Within one month of appointment

- Board members shall be provided a link to an electronic orientation package and a mentor from the current board.
- Board members must complete the on-line FOIPP training and submit their certificate of completion to the Chair.
- Board members shall receive a tour of the library.

Within one year

- Board members are expected to attend a Board Basics workshop.

New board members will be provided with access to, or copies of, the following items:

- Current Alberta Libraries Act and Regulations
- ALTA newsletters (subscription link)
- Annual Library reports
- Board policy, by-laws and Plan of Service
- Board meeting minutes for at least the current year
- History of the library
- Links to library services, resources, and programs
- Names, addresses, and telephone numbers of all board members and staff
- Sources of library funding
- Acronym and abbreviation list
- Other material which may be of benefit to trustees

## **1.9 LIBRARY TRUSTEES – ATTENDANCE AT CONFERENCES/WORKSHOPS**

1. The Board shall encourage its Trustees to attend conferences and workshops, and to engage in virtual professional development up to their yearly training budget allocated after the funding is approved by Council. Training allocations shall be reviewed quarterly.
2. Trustees must be with the Board for one year of continuous service to be eligible for library sponsored in-person attendance at conferences.
3. Within budget guidelines and with prior Board approval, expenses incurred by individual Board members for travel, subsistence and registration fees shall be reimbursed upon submission of **Expense Claim Form 1.9** (Appendix 1A) to the Library Director after signatures by Board Executive.
4. As budget permits, the Board shall select, at its discretion, at least one (1) delegate each year to attend library conferences and cover registration, meals, accommodation, mileage, and incidentals.
5. Written reports on conference activities shall be submitted within two weeks after the conference to the Library Director for inclusion in the next regular meeting board package.