

Vilna & District Municipal Library Board Policy Manual

Category: Board

Policy Number: 102

Title: Orientation of Trustees

Policy Statement: All new members shall be fully versed in Board Policy and will be orientated on such matters.

Guidelines and Procedures:

1. Upon appointment to the Board, a trustee shall receive copies of all current and/or working documents of the Board, as well as the board manual that will contain:
 - a. Names and addresses, positions, terms of the current trustees, and dates of regular meetings.
 - b. Names and positions of staff
 - c. Policy Manual
 - d. Plan of Service
 - e. Budget and Financial Reports
 - f. The Annual Report and Minutes of three previous meetings
 - g. The Alberta Libraries Act and Regulations
 - h. The Alberta Library Trustees Association Handbook
2. A member of the Board and the Library Manager will spend time with the new Board member prior to their first meeting explaining the role of the library in the community and the functions of the Board. New members will be encouraged to attend the Library Trustee Workshop offered annually by ALTA.
3. Upon attendance at his or her first meeting, each new member shall be aware of the operations of the library and such duties as he or she may be expected to fulfil.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024