

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY BOARD

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Board Approved – November 12, 2013

8.0 ORIENTATION of BOARD MEMBERS

The Board recognizes the need for orientation of new Board members and the need to acquire skills and knowledge relating to their roles as Library Board Trustees. The Board is prepared to provide resources and materials for orientation of new Board members.

- 8.1 The Board will provide an orientation package to each new Board member. This package shall consist of:
 - a.) Library Bylaws and Policy Manual
 - b.) Copy of the most recent financial statement and budget
 - c.) Copy of the Alberta Library Trustees Handbook
 - d.) Library's current Plan of Service
 - e.) List of Board members
 - f.) Names and positions of staff members
 - g.) Board member job description

- 8.2 The orientation process will be the responsibility of the Board Chair and/or Vice Chair and the Library Manager. This process will include:
 - a.) A tour of the library
 - b.) A review of the Trustees Handbook and Plan of Service
 - c.) A review of the Budget

- 8.3 Board members shall be provided, or have access to copies of:
 - a.) ALTA constitution, bylaws
 - b.) Annual library reports
 - c.) Board minutes for at least the preceding three (3) months
 - d.) Municipal statistics
 - e.) Sources of library funding
 - f.) Library held board files