

# Administrative Policies

<b>A-101 Trustee Orientation &amp; Continuing Education</b>	
<b>REVIEWED:</b>	June 2023
<b>REVIEW PERIOD:</b>	Annually

## 1. ORIENTATION

1.1. The library manager shall provide new trustees with the following:

- A tour of the library facilities
- An individual trustee package containing a checklist with information on:
  - Legal and financial guidelines as outlined in the Alberta Libraries Act and Regulations distributed by Alberta Municipal Affairs Public Library Services Branch
  - A position description to outline the duties and responsibilities of a library trustee for the Board
  - All necessary historical, financial, statistical and organizational information on the Library
  - Appropriate community information
  - Access to Alberta Library Trustee Association orientation resources
- A complimentary library membership

## 2. CONTINUING EDUCATION

2.1. To ensure that trustees stay informed of current trends and to upgrade skills through continuing education, the Library Manager will:

- Encourage trustees to identify those subject areas of responsibilities which are best suited to their individual interests and skills;
- Publicize programs, workshops, conferences of benefit to library trustees;
- Provide access to appropriate newsletters and/or journals, in print or in electronic format.

## 3. HONORARIA AND EXPENSES FOR TRUSTEES

3.1. Continuing education and training for trustees shall be supported and encouraged by the board as finances permit.

3.2. Upon application to and approval from the Board, a Trustee may be reimbursed for total or partial expenses. Expenses include mileage or travel, accommodation, meals, registration or conference fees based upon receipts of actual costs incurred. All other costs must be submitted to the Board for consideration on an individual basis. Advances for expenses will be made upon request only. There will be no duplication of reimbursement e.g. fees paid by government grants.

- 3.3. The Board will use the schedules as set out by the Town of Vermilion to calculate mileage, per diem costs, etc.<sup>1</sup>
- 3.4. As a token of appreciation for services provided to the library, each year trustees will receive a complimentary fine waiving voucher (maximum \$10)

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<sup>1</sup> Appendix 1 – [Town of Vermilion Expense Voucher](#)