

## **BACKGROUND**

Library Board Members need to be informed. New Board Members will be more effective when they understand the role they, as members of that board, play in the functioning of the library. An orientation program may be staged over a period of weeks or months so as not to overwhelm new Board Members at the beginning of their term.

## **POLICY**

It is the intention of the Bruderheim Municipal Library Board to ensure that its member's orientation program develops informed members who will understand their duties and responsibilities to the Library and community.

## **GUIDELINES**

1. Any person interested in becoming a member of the Library Board may attend a few meetings before deciding whether or not they wish to apply.
2. An orientation package will be presented to the new member after Council approves the appointment.
3. The Chairman of the Board will meet with new members to explain the division of responsibility between that of the board and that of the library manager, to discuss local library issues.
4. The Chairman of the Board will arrange a meeting between the new member and the treasurer to review the library's financial position, the provincial government grant structure, the financial support from the municipality and the long term financial perspective.
5. The Chairman of the Board shall arrange to have the library manager take the new member on an official tour of the library in order to view the services provided by the library.
6. The new member will be given an opportunity to supply the board with feedback on the orientation procedures.

## **PROCEDURE**

1. It is the responsibility of the library manager to prepare an orientation package for the new board members.
2. The orientation package shall contain the following information:
  - A. Legal Materials:
    - Libraries Act and Regulations
    - Bylaws of the Library
  - B. Financial Materials:
    - Library budget for operational year
  - C. Library Background Information
    - Goals and objectives of the Library, including any statement of philosophy
    - History of the library

- D. Board Information
- Metro Kalyn Community Library Policy Handbook
  - List of Board members including addresses and phone numbers
  - One year's previous minutes
  - Simple chart or summary of parliamentary procedure used by the Board
- E. The following information is available in Metro Kalyn Community Library's file system:
- Procedure manual
  - Previous year's audit
  - Plan of service
  - Association information
  - Resources on Public Library Development

Revised: March 2020  
Date for Review: March 2030

Date Reviewed: March 2025