# New Library Trustee Orientation

New Library Trustees typically receive an orientation to introduce them the library itself, library staff, and fellow Board members. The orientation is usually done by the library Director and a fellow Board representative. The director will provide information on library operations, while the Trustee will provide an overview of the Board’s organization, responsibilities, and expectations. A comprehensive orientation enables a new trustee to participate fully in the Board’s deliberations from the start. Therefore, the orientation should be scheduled as soon as possible once the Trustee has been appointed.

## Orientation checklist

Prepare an orientation notebook for the new Trustee that contains some or all the following:

* List of Board members with contact information
* Library Director and Senior Management contact information
* Mission & Vision statements
* Strategic plan and progress made
* Budget (current and past)
* Bylaws & policies
* Trustee job description
* Board meeting schedule & important dates
* Minutes of recent board meetings, including the Director’s reports
* Information on the Open Public Meetings Law
* Most recent copy of the Annual Report
* Sampling of Library newsletters, brochures, and publicity materials
* Handbook for Library Trustees
* Staff Handbook

## Library tour

During the tour of the library focus on the following:

* History of the Library
* Tour of the facilities
* Introductions to Library staff