

## 2.6 Trustee Orientation and Continuing Education

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

The Board recognizes the importance of having informed Trustees. To ensure this, the Board provides, within the limits of its budget, financial support for Trustee attendance at library conferences and relevant courses and workshops and membership in library organizations.

### Orientation

1. A Trustee orientation binder will be distributed to each new Trustee prior to her/his first Board meeting.
2. The Board Secretary with the Head Librarian will be responsible for the preparation, updating and distribution of the orientation binder.
3. The orientation binder will contain:
  - a. Library bylaws and Policy Manual
  - b. municipal bylaw establishing Library
  - c. financial statements and budget
  - d. most recent Annual Report
  - e. sources of Library funding
  - f. *Libraries Act* and Regulations
  - g. introduction to the local library system and the services it provides
  - h. introduction to the Provincial library network and the services it provides
  - i. current Plan of Service
  - j. map of area served by the Library
  - k. list of Trustees and committees
  - l. names and positions of staff
  - m. Trustee job description
  - n. Alberta Trustees Association resources.
4. The orientation process will be the responsibility of the Board Chair and the Head Librarian. 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 previous year's Annual Report and current budget
  - d. minutes of the three (3) most recent Board meetings.
5. Trustees will acquaint themselves with procedures and programs at the Library.

### Continuing Education

6. Trustees will regularly attend library or trustee courses, workshops, and conferences in Southern Alberta as time and budget guidelines permit to keep skills current and to keep up-to-date on library trends.
7. Trustees will provide a verbal report on conference attendance to the Board.
8. Within budget guidelines, expenses incurred by individual Trustees with prior approval of the Board for registration fees, travel, subsistence, and lodging will be reimbursed by the Board, upon submission of receipts to the Board.
  - a. Travel and subsistence expenses will be paid in accordance with Town of Coaldale policy.
  - b. There is neither honorarium nor expenses paid for attendance at Board meetings.

### Association Memberships

9. The Board purchases an annual institutional membership in the Alberta Library Trustees Association (ALTA). The Board Chair is the voting representative.