

Trustee Orientation

To carry out their duties effectively, trustees need information about the library's services, needs, and plans. They also need an understanding of the legal responsibilities of the library board and the relationship of the board to the city, and to the library director and other library staff. To that end, the following Trustee Orientation will be provided, before the first meeting if possible, to welcome all new members of the Hudson Public Library Board of Trustees.

The board president will contact the new trustee to welcome him/her to the board. The Library Director will schedule the orientation session or sessions and will immediately send the new trustee a packet that includes:

- The bylaws of the library board
- a list of board members, indicating terms of office and board officers
- a calendar of upcoming meetings
- a copy of the Iowa Library Trustee's Handbook

The orientation will include a tour of the library, with the director, to introduce staff and discuss library programs and services. A meeting will be scheduled with the library director and at least one other board member to become familiar with:

- the library ordinance including the board's duties and powers and how board members are appointed
- sources of library funding
- how the library is operated day to day
- the library's Web site
- how the library serves the needs of the community including the library's mission statement and current goals and objectives
- how the library could better serve the community
- the board's relationship to the library director, the library staff, and the city
- how the library is linked to other resources, other libraries, the State Library and the Iowa Library Service Areas
- recent library accomplishments
- any immediate problems the library faces

Later, the following information will be shared with the new trustee:

- latest annual report
- the library technology plan
- library policies
- current and previous year's budgets
- board meeting minutes for the previous three months
- director's job description and the process used to evaluate the library director
- latest statistical reports and financial report
- organizational chart of the library staff with names and titles
- library board's annual meeting calendar
- copy of public library standards, *In Service to Iowa, Public Library Measures of Quality*
- brochures or other promotional information about the library
- information about the Hudson Public Library Foundation

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