

## **Madison County Public Library Trustee Orientation Policy (2022)**

### **Purpose**

Madison County Public Library recognizes the importance of board member orientation to the library's efficient operation. Once a library board member has been appointed and takes the oath of office, the board member will go through an orientation process that details the duties and responsibilities of being a board member.

### **Orientation Documents**

New board members will receive and review the location and schedule of board meetings; board bylaws and policies; a list of board members with contact information, terms of office, and current offices held; the Kentucky Department for Libraries and Archives' (KDLA) Kentucky Public Library Trustee Manual

Within 60 days of their appointment, new board members will receive the open records and open meetings documents *Your Duty Under the Law and Managing Government Records*. Signed proof of receipt must be submitted by the director to the Madison County Fiscal Court. The library will also retain a copy.

Additional documents that may be provided by the director as part of the board member orientation process include:

- Most recent Annual Report
- Budget information
- Current long-range and/or strategic plan
- Current tax rate information
- Board packets from the previous three meetings
- Organizational chart of the library staff with names and titles
- Library policies

### **Orientation Meeting**

Within the new board member's first 60 days, and prior to their second board meeting, the director and board president will arrange a meeting for the new member to tour library facilities and meet library staff. This meeting will also provide an opportunity for the new board member to ask questions in context as they view the different services, activities, and areas of the library facilities.

### **Trustee Certification**

All board members will complete KDLA's Trustee Certification program within one year of their appointment. The certification program includes five 20-30 minute virtual courses, two of which can be substituted by a virtual orientation with the library's KDLA Regional Consultant.