

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

New Trustee Orientation

PURPOSE

The purpose of this policy is to ensure that every new Trustee, elected or appointed, is welcomed and oriented to the Library. Topics for discussion during the orientation include the role of a library trustee, Oak Lawn Public Library's organizational structure, the building, the budget, and current and future plans. Also to be covered are typical board meeting agendas, an explanation of how minutes are recorded and stored, the Board Policies, and an overview of financial reports.

SCHEDULE OF EVENTS

Soon after election or appointment, the Director will contact the new Trustee to schedule an in-person meeting and share the following materials:

1. *Illinois Public Library Trustee Manual*
2. *Standards for Illinois Public Libraries*
3. *Illinois Library Laws & Rules*
4. Board Policies and Plans
5. *Robert's Rules of Order*

During the meeting, the Director and new Trustee will do a walk-through of the Library. The tour will include introductions to Department Heads and other key staff members. The Director will point-out improvements made to the building in the last few years and describe current projects. The Director will also describe in reasonable detail projects forecasted for the coming years. If necessary, a follow-up meeting and tour can take place so that the new Trustee is comfortable in their role at the Library.

A checklist will be filled-out by the Director with dates noting the completion of listed steps and accompanying notes. The list will be kept in the Library's files.

SCHEDULE OF UPDATES

Orientation materials will be updated by the Director as necessary.

ADOPTED	12/18/89
REVISED	1/16/90, 4/13/93, 4/19/94, 6/18/96, 10/21/97, 1/20/04, 1/21/14, 1/20/15, 2/18/20, 1/17/23

CHECKLIST FOR NEW TRUSTEES

Each step of this checklist will be dated and initialed when the action is complete. The Director will note any deviation from established procedures or add comments concerning the orientation as deemed appropriate.

TRUSTEE NAME: _____ Term Begins: _____

- ☐ Following an election or appointment, the Director will contact a new Trustee in order to establish a mutually acceptable orientation date. The Director will also send a letter welcoming the new Trustee, sharing the date and time of the next scheduled Board Meeting where the new Trustee will be sworn into office.

Date completed _____ Director's Initials _____
Comments:

- ☐ The Director and new Trustee will review together the provided materials. The new Trustee will be advised to explore all of the presented material, and as soon as possible, contact the Director with further comments or questions.

Date completed _____ Director's Initials _____
Comments:

- ☐ The orientation will include a walk-through of the Library with the Director pointing-out notable updates or areas for improvement. The tour will also include introductions to Department Heads and key personnel members.

Date completed _____ Director's Initials _____
Comments:

- ☐ The Director will schedule any additional meetings that the new Trustee may wish to initiate.

Date completed _____ Director's Initials _____
Comments:

- ☐ Oak Lawn Public Library Trustee' name badges will be supplied as soon as possible and business cards may be provided upon request.

Date completed _____ Director's Initials _____
Comments: