

Trustee Orientation Policy

The Spencer County Public Library recognizes the importance of training and resource sharing to the Library's efficient operation. Once an individual has been appointed to the Board of Trustees and taken the oath of office, the new Trustee will undergo an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of a Trustee. The Library Director, the Board of Trustees President, and the Kentucky Department of Libraries and Archives Regional Consultant will conduct this orientation process collaboratively.

Once the new Trustee has been appointed, the Director or Board President will contact the Trustee to welcome him/her to the Board of Trustees.

Trustee orientation includes introducing the Trustee to the following documents, as well as any other documents necessary for compliance with Kentucky law governing libraries and information specific to the Spencer County Public Library:

1. The Kentucky Public Library Trustee Manual
2. A list of Trustees with their contact information, terms of office, and offices held
3. The location and schedule of Board meetings
4. A copy of the current Trustee bylaws and essential Board related policies
5. A sample agenda

Documents each Trustee must receive within 60 days of their appointment shall be included at the orientation: Your Duty Under the Law; Managing Government Records; and the Proof of Receipt to acknowledge that those two documents have been received. When the Proof of Receipt has been signed, copies of these documents will be retained by the Library.

Additional documents that may be provided by the Director as part of the Trustee orientation process may include the following documents, among others:

1. The Library's latest Annual Report
2. The Library's Standards Report
3. The Library's Strategic Agenda

4. The Library's current and previous year's budget
5. The Library's tax rate (taxing districts only)
6. Board meeting packets from the previous three months' meetings, including minutes, statistics, and financial reports
7. An organizational chart of the Library staff with names and titles of key staff
8. A copy of the Library's policies or the location where they can be accessed
9. Brochures or other concise information about the Library and its services
10. Information on any recent Library accomplishments

The orientation process shall also include a tour of the Library facilities and an introduction to the Library staff, allowing the new Trustee to ask questions in context as they view the different services, activities, and areas of the Library facilities.

Some topics that could be addressed and discussed during the tour include:

1. How the Library is operated on a day-to-day basis
2. How the Library is linked to other resources and libraries
3. How the Library serves the needs of the community
4. How the Library could better serve the needs of the community

Every attempt will be made by the Board President, Director, and Kentucky Department of Libraries and Archives Regional Consultant to provide the new Trustee with any additional pertinent information requested to assist in equipping the Trustee with the knowledge and skills necessary to succeed in their new role.