



Trustee Orientation

Last modified **OCTOBER 18 2023**

The Rowan County Public Library (“the Library”) recognizes that orientation for members of the Library Board of Trustees is important to the Library’s efficient operation. Once a Board member has been appointed and taken the oath of office, that Board member shall undergo an orientation process encompassing the information and tools needed to understand Board duties and responsibilities. This orientation process will be conducted collaboratively by the Executive Director, the President of the Board, and the current Kentucky Department for Libraries and Archives (KDLA) Regional Consultant(s).

Once a new Board member has been appointed, the Executive Director or President will contact that Board member to welcome them to the Board and schedule an orientation session. The Executive Director will assist in providing scheduling opportunities for the Regional Consultant to provide additional orientation information in conjunction with, or in addition to, the Library’s orientation. Board member orientation shall include introductions to the following documents, as well as any other documentation necessary for compliance with Kentucky law(s) governing libraries and information specific to the Library:

- The KDLA Kentucky Public Library Trustee Manual; and
- a list of concurrent Board members, including their contact information, terms of office, and office(s) held; and
- the location and schedule of Board meetings, Board bylaws, and Library policies; and
- a sample Board agenda.

Documentation which every Board member must receive within 60 days of their appointment shall be included during orientation:

- Your Duty Under the Law; and
- Managing Government Records; and
- a proof of receipt acknowledging delivery of both.

Once the proof of receipt has been signed, a copy shall be retained by the Library. Additional documents that may be provided by the Executive Director as part of the Board member orientation process may include, but are not limited to, the following:

- The Library’s most recent annual report; and



Trustee Orientation

Last modified **OCTOBER 18 2023**

- the Library's standards report; and
- the Library's current or ongoing strategic plan, if any; and
- the Library's budget for the current and prior fiscal years; and
- the Library's tax rate (if applicable); and
- packets from the previous three (3) months' Board meetings, containing minutes, statistics, and financial reports; and
- an organizational chart of Library staff with names, positions, and/or titles; and
- a copy of the Library's policies or access to such; and
- brochures and/or other concise information about the Library and/or library services; and
- public relations and/or media release information regarding recent Library accomplishments.

The orientation process shall also include a tour of Library premises and facilities and an introduction to Library employees, allowing a new Board member to ask questions in context as they view the various services, activities, and areas of the Library. Potential topics which might be addressed and/or discussed during such a tour include:

- How the Library is operated on a day-to-day basis; and
- how the Library is connected to other libraries and resources; and
- how the Library serves the needs of our community; and
- how the Library might better serve those needs.

Every effort shall be made by the President of the Board, the Executive Director, and any KDLA Regional Consultant(s) to provide new Board members with any additional pertinent information they request, the better to equip members with the knowledge and skills necessary to succeed in their role.