

**Purpose:** The Library Board recognizes the importance of informed trustees. It supports this policy by providing, within the limits of its budget, orientation programs, encouragement and support of attendance at library conferences and workshops within and outside the City, and institutional membership in library associations.

**1. Orientation**

- 1.1. The Board Development and Policy committee coordinates the welcome and orientation of new members
- 1.2. New trustees are given an orientation and education program to familiarize them with:
  - 1.2.1. The Provincial Library environment
  - 1.2.2. The Library and its services by the Head Librarian
  - 1.2.3. A trustee's responsibilities and duties
  - 1.2.4. The orientation program will include, but is not restricted to the following elements:
    - 1.2.4.1. Brief history and current focus of the Brooks Public Library
    - 1.2.4.2. Board trustee job and position descriptions
    - 1.2.4.3. Provincial and national associations available to library trustees
    - 1.2.4.4. Information about the Library's key partners
- 2. Each trustee will receive a Trustee orientation book which includes Alberta Libraries Act and Regulations, Board Trustee Job and Position Descriptions in either paper or digital format.
- 3. A Master trustee binder will include:
  - 3.1. Brooks Library Board Policy manual
  - 3.2. Alberta Library Trustee Associations Handbook
  - 3.3. Alberta Libraries Act and Regulations
  - 3.4. The last printed annual report and plan of service
  - 3.5. Bylaws of the City of Brooks Library Board
  - 3.6. Map of the Library service area
  - 3.7. Information regarding the relationship with Shortgrass Regional Headquarters
  - 3.8. A list of Board committees and Board trustees (including contact information)
  - 3.9. A list of staff members
  - 3.10. A Brooks Public Library brochure
  - 3.11. A copy of the current year's budget

- 3.12. A copy of the most recently approved financial statement
- 3.13. Other material as designated by the Library Board or Head Librarian

**4. Education**

- 4.1. All trustees are encouraged to attend conferences, with costs covered in accordance with Policy HR.5 Travel Policy.
- 4.2. Priority will be given to trustees who have not attended previous library conferences; however, at the discretion of the Board Chair, this may be overridden by the needs of the Library.
- 4.3. Trustees are expected to provide a written report to the Board.
- 4.4. The Board will conduct annual learning opportunities.
  - 4.4.1. New trustees will be strongly encouraged to attend Trustee workshops.

**5. Association Membership**

- 5.1. The Library Board will maintain memberships in both provincial and national trustee associations in which Trustees are actively encouraged to participate.