A Suggested New Library Trustee Orientation Program

1. The board chairperson should contact the new trustee directly to welcome them to the board and schedule the orientation meeting.

   **The Welcome Guide**

2. Immediately send the new trustee a welcome guide of basic board and library information:
   a. Bylaws of the board
   b. A list of board members, board officers, terms of office
   c. A list of board committees and their members
   d. Calendar of upcoming meetings
   e. Library information, including:
      i. Library director contact information
      ii. Library hours
      iii. List of basic library services and programs

   **The Orientation Packet**

3. Once the orientation meeting has been scheduled, prepare a packet or notebook of the following information to be used at the orientation session(s):
   a. The library’s latest annual report
   b. The current and previous library budget
   c. The library’s strategic plan and technology plan
   d. The library policy manual
   e. The board’s meeting minutes for the previous six months
   f. The director’s reports for the previous six months
   g. The latest monthly statistical and financial reports
   h. An organization chart of the library staff and their titles
   i. The board’s annual calendar
   j. A copy of the Tennessee Public Library Laws (available from your regional library)
   k. A copy of the *Tennessee Standards for Public Libraries in the Regional Library System*, revised 2018
   l. A copy of the brochure for your public library or library system

4. The orientation should include a tour of the library facility, with the library director, to be introduced to the staff and learn about the library’s services and programs.

5. The orientation should also include an opportunity for the new trustee to meet with the library director and board chair to review the following:
   a. How the library is organized and governed
   b. How the library is funded
c. How the library is operated day to day

d. How the library works to serve the needs of the community

e. How the library is linked to other resources – other libraries, the regional system, the state library and local community resources.

f. Recent library accomplishments

g. Library challenges and concerns

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