**Orientation for a New Library Board Member prior to first Board meeting**

**Board Chair and/or Library Director should lead orientation**

1. Create an Orientation Resources (packet or notebook, etc.) that includes:
   - Legal document outlining powers and duties of the Library Board. (This could be a local ordinance or code, a regional or interlocal agreement or contract.)
   - Board By-Laws
   - Meeting Schedule
   - Recent Agenda
   - Recent Board Minutes
   - Contact information and terms of office for Library Board Members, Friends Board Members, and other boards, such as Endowment or Foundation Boards
   - Library Organization Chart and staff roster with positions
   - Library Policies
   - Library History
   - Most current statistical report for Library and any other evaluative materials
   - Long Range Plan document including vision and mission statements
   - Adopted Budget and most recent Audit Report
   - Current library promotional materials
   - Trustee Pocket Handbook from State Library
   - Roles Chart "Working Together" from State Library
   - State Laws regarding public libraries (NCGS 153A, Article 14) and regional libraries, if applicable (NCGS 160A, Article 20, Part 1). Can get from State Library.

2. Review the Orientation Resources and encourage questions

3. Library Director provide tour of the Library and introduce staff

4. Library Director provide opportunity to meet with new board member to discuss:
   - How library is run
   - Relationship with local government and other community institutions such as schools, non-profits, colleges/universities
   - Library Director's vision for future of the library

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