

# Norelius Community Library

## ORIENTATION OF NEW BOARD MEMBERS

### I. INTRODUCTION TO SERVING

A Library Board of Trustees is a group of citizens to whom the governing of a public Library is entrusted. Board members are the vital link between the Library and the community. The Board as a whole should represent a broad spectrum of diverse interests, occupations, and areas. A Board consisting of diverse viewpoints assures that the Library will serve the total community. Collectively the Board of Trustees should strive to have:

Occupational diversity

Political acumen

Business management/financial experience

Legal knowledge

Diversity in age, race and gender

Varied personal backgrounds

### II. SELECTION AND APPOINTMENT

The caliber of the Trustees appointed determines the progress of the Library. Therefore, it is important to provide information to the appointing officials concerning the qualifications and duties of Board members. Be prepared to identify potential trustees who are Library supporters, but be careful not to dictate to the government officials.

#### SELECTION IS MADE:

According to terms stipulated in State Law, the specifics of the Constitution, and the by-laws of the Library.

By governing officials in consultation with or upon recommendation of the Board and the Library Director.

After the candidate has reviewed a written statement of the duties and responsibilities of a Trustee.

#### APPOINTMENT IS MADE:

By the governing body.

Following prior consent of the candidate selected.

In writing by the appointing body and secretary of the Library Board, stating length of term and expiration date.

#### SIZE OF BOARD:

A. Not limited by Iowa law.

B. Determined by local government.

C. Working Boards of 5-9 members recommended.

#### TERMS OF MEMBERSHIP

A. Board members must serve staggered terms to provide continuity.

B. Board members shall be removed for cause of failure to attend meetings regularly.

C. Rotation of offices among members is most effective.

#### VACANCY

If a vacancy occurs prior to the expiration of a Trustee's term, the position is filled in the same manner that appointments are made, and the new appointee completes the unexpired term.

#### MEETINGS

It is recommended that the regular Board meeting be held at a slower pace so newcomers can ask questions and follow the business. Consider having experienced Board members briefly recap activities and accomplishments of the past year. After the meeting is adjourned, spend some time reviewing the meeting and allow the new Trustee to ask questions.

## TRUSTEE'S KIT AND FUNCTIONAL ORIENTATION

### A. Trustee's kit should contain the following:

1. List of Board members—names, addresses, and phone numbers.
2. Staff list—titles, responsibilities, and location.
3. Policies of Library and Board concerning personnel, materials election, collection development, meeting room use, etc.
4. Most recent Library annual report, with prior years for comparison.
5. Statistical reports on circulation, services, etc.
6. Minutes of previous Board meeting.
7. Current budget and financial reports.
8. Access to by-laws and the Trustees' Guide Book.

### B. Functional orientation:

#### 1. Board President

- Go through contents of Trustee kit.
- Explain type of Board (municipal). Define organization of Board, officers, committees, meeting date and location, responsibilities and expectations.
- Acquaint with Library's goals, long-range plans and projects in progress, as well as accomplishments.
- Define relationship to the Library Director.

#### 2. Library Director

##### a. Explain how the Library is:

- Organized and governed
- Funded and budgeted
- Operated day-to-day
- Serving the needs of the community
- Linked to other resources and groups
- Related to the Board of Trustees
- Tour the Library and introduce staff members.