## Massena Public Library

## Trustee Orientation Policy

**Purpose**
Trustee orientation will provide new Massena Public Library Trustees with the education and tools to quickly become active and engaged Trustees. This policy ensures that Trustees have a common and shared understanding of the authority and role of the Board. To be effective, Trustees must have sufficient knowledge of board governance and issues that are central to the role of the Library in the community. A thorough orientation and vigorous continuing education for Trustees demonstrates an understanding of and responsibility for a succession plan for future Trustees.

**Procedure**
The President shall contact new Trustees immediately following their appointment to encourage them to take their Oath of Office as soon as practical. Trustees shall be given a thorough orientation within one month of their appointment.

Trustees will receive written documentation or access to electronic documentation on their role, expectations and duties as a Trustee. Documentation may include, but not be limited to

- the Trustee Welcome Letter and Trustee Job Description
- the most recent edition of the Handbook for Library Trustees of New York State
- the Library's charter, mission and vision statements
- the Board's bylaws and Library policies, including the Conflict of Interest Policy and Ethics Policy to sign and return to the President
- the Library's long-range plan and current budget
- recent Board meeting agendas and minutes

The President and Director shall be responsible for developing an agenda to provide an in-person orientation which shall include, but not be limited to

- a tour of the Library; introduction to employees and services; and a Library card
- a discussion of Library daily operations and how the Library serves the needs of the community
- a discussion on the role and structure of the Board of Trustees; the responsibilities, legal duties and expectations of Trustees

Massena Public Library's consultant at the North Country Library System will give an additional orientation session to the new Trustee.

The President and Director will strive to make all Trustees aware of education and training opportunities to continue their growth in their role in accordance with the Trustee Education Policy and to meet the New York State education requirement for Library Trustees.

*Adopted by the Massena Public Library Board of Trustees October 8, 2024.*