



MORRILL PUBLIC LIBRARY

431 Oregon Street | Hiawatha, KS | 785.742.3831 | morrill@hiawathalibrary.org

TRUSTEE ORIENTATION OUTLINE

- Statutory power and duties of the library board
- Board meetings & Roberts Rule of Order
 - Review the last twelve months' agendas and meeting minutes
- Kansas open meeting and open record requirement
- Board and director roles
 - Standing committee roles
- Conflict of Interest
- Review the library's mission & vision statements
- Review current Strategic Plan, Technology Plan, and other planning & goal documents
- Review policy manual
 - Board Bylaws
- Review library staff, trustees, and other contacts directory
 - Includes emergency numbers, other system libraries, and maintenance numbers
- Review all library staff positions and duties
 - I.e. who is responsible for collection development, book repairs, and programming.
- Building tour
- Library website and social media accounts overview