



Board of Trustees Orientation & Training

Welcome to the Baldwin City Library! We look forward to working with you to serve our community. This packet contains information you will review and complete throughout your first two months of board service.

Objectives of this training can be organized into three key areas of focus:

- **Vision & Goals:** Understands the Baldwin City Library's mission, strategic priorities, and goals.
- **Ethics & Values:** Understands the library's core values of free and equal access, confidentiality/privacy, diversity, intellectual freedom, and lifelong learning. Distinguishes between personal convictions and library ethics and values. Does not allow personal beliefs to interfere with the library's mission, fair representation of the aims of the library, or access to resources.
- **Knowledge of Roles & Responsibilities:** Demonstrates knowledge of all aspects of board member responsibilities. Understands how board service relates to library goals and priorities.

Documents to Read & Sign

Date Completed

- _____ Confidentiality Statement (Read & Sign)
- _____ Conflict of Interest Disclosure Form (Read & Sign)
- _____ Loyalty Oath
- _____ Employee Handbook (Read)
- _____ Library Bill of Rights (Read)
- _____ Freedom to Read Statement (Read)
- _____ Accreditation Review (Read)
- https://www.neklis.org/wp-content/uploads/2021/01/Accreditation_21_23_Packet_Final_PDF.pdf

Videos to Watch

Date Completed

- _____ Diversity, Equity, & Inclusion in Libraries
<https://www.youtube.com/watch?v=58FmnzIFzzs>
- _____ Creating Conditions for Equity to Flourish
<https://www.youtube.com/watch?v=SKGIxh-zc0Y>

Tours (in person at the library)

Note Date Completed

- _____ Basic Tour of the Library with Director
- _____ Tour of Kansas Room with Kansas Room Librarian
- _____ Basic Tour of Koha/NEXT and Courier/ILL services

Orientation to Important Tools & Guides

Note Date Completed

_____ Policy Manual

_____ Library Strategic Plan

_____ NEKLS website Board of Trustee Information Page
<https://www.nekls.org/member-information/trustee-information/>

Review Each Section of the Board Orientation Binder

Vision & Goals

Bylaws

Loyalty Oath/Conflict of Interest

Roles & Responsibilities

Accreditation & NEKLS

Kansas Open Meetings

Budget