

Trustee Orientation

02/09/2022

1. I give them a notebook binder with the following:
 - a. Accreditation
 - b. Budget
 - c. Trustee Manual
 - d. Open Meetings Act Brochure
 - e. Lyndon Carnegie Library Policy
 - f. Technology Plan
 - g. The meeting dates and times.
 - h. Updated Address, email and phone numbers
2. I will go over information in their first meeting and ask them if they would like to watch the DVD of the meeting Trustee Training.
3. They are given a tour of the library.
4. Each Month they are given copies to put in their notebook/binder of the following:
 - a. Minutes
 - b. Monthly Statistics
 - c. Treasures Report
 - d. Librarian Report
 - e. Agenda