New Trustee Orientation

1. Welcome
   1. Tour of library
   2. Information and handouts about the library (in a binder or digital format)
      1. List of library board members and contact information
      2. Annual Library Board Calendar
      3. Your library board’s bylaws
      4. Organizational chart for library or list of staff, titles, and general responsibilities
      5. List of municipal board members (common council, village board etc.)
      6. Information about county library board
      7. URL for your library's web page and social media
      8. Library's current strategic plan
      9. Minutes of previous year’s library board meetings
      10. Most recent library annual report
      11. Library's current budget
      12. Link to (or physical location of) library policies
      13. Promotional items such as newsletters, program flyers, etc.
      14. Brief history of the library: when established, where it has been located, major additions/remodels, list of directors and years of service, awards won, etc.
      15. Information about the library Friends, Foundation, other organizations
2. Trustee Job Description (Trustee Essential 1)

Spend some time talking about their duties and responsibilities. This is a good review for the entire board as well, as the need arises. General Function: Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

1. Governance and Administration of the Library
   1. The Board’s Powers and Duties
      1. Wis. Stat. sec. 43.58
   2. Division of duties between board and director
      1. Who Runs the Library? (TE 2)
   3. Supervising the library director
      1. Hiring a library director (TE 5)
      2. Evaluating the director (TE 6)
      3. Director certification (TE 19)
         1. Wis. Stat. sec. 43.15(4)(c)6
         2. Wis. Adm. Code PI 6.03
         3. Public Librarian Certification Manual
   4. Essential functions of the board
      1. The library's budget (TE 8)
      2. Establishing staff duties and compensation; personnel policies (TE 7)
      3. Policies—Ensure existence of essential policies. Regularly review policies. (TE 10)
      4. Strategic planning (TE 11)
         1. Wisconsin Public Library Standards, 6th Ed.
      5. Advocacy (TE 13)
2. Legal and Political Issues
   1. Compliance with Chapter 43 of Wisconsin Statutes
   2. Requirements for system membership (TE 17), link to system’s website
   3. Non-resident circulation
   4. County funding/county tax/exemption (Wis. Stats. 43.12, 43.64)
   5. Open Government
      1. Open meetings (TE 14)
         1. Wis. Stat. sec 19.81–98
         2. WI Open Meetings Law Compliance Guide
      2. Public Records (TE 15)
         1. Wis. Stat. sec. 19.21-39
         2. WI Public Records Law Compliance Guide
   6. Intellectual freedom/confidentiality (TE 23)
      1. Wis. Stat. sec. 43.30
      2. ALA
   7. Ethics (TE 16)
      1. Wis. Stat. sec. 19.59
3. Keeping current (TE 27)
   1. Wisconsin Library Association (WLA), and units geared particularly for trustees
      1. Wisconsin Association of Public Libraries (WAPL)
      2. Wisconsin Library Trustees And Friends (WLTF)
   2. Email lists, newsletters, etc.
      1. WI Libraries for Everyone blog (DPI)
      2. WISPUBLIB (WPLC)
   3. United 4 Libraries Trustee Training Resources
   4. ALA