Trustee Orientation and Development Policy

Policy Number: 010
Supersedes Policy #01-15; #010-04/13; 4/23

Authorized by: Board of Trustees  Effective: 6/21/23  Review Date: 1/1/2030

1) **Purpose:**
To establish a policy on the orientation of new trustees of the Timberland Regional Library (TRL) and on the continuing education of all trustees.

2) **Scope:**
Applies to all trustees of the TRL Board.

3) **Background:**
To carry out their duties effectively, new trustees need information about TRL’s services, needs, and plans. They also need an understanding of the legal responsibilities of the Board and the relationship of the Board to other governmental entities, and to the Executive Director and employees.

Even the most knowledgeable and experienced TRL trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. TRL trustees who stay informed of these changes will be better able to make the decisions necessary for providing high-quality library service to the community.

4) **Definitions:** None.

5) **Policy:**
   A. Orientation:
      1. Orientation may be provided by: the Executive Director; the President of the Board of Trustees and other trustees as designated by the President; and library employees as designated by the Executive Director.
      2. Orientation topics may include, but not be limited to: duties, policies and operating procedures of the Board of Trustees; information available on the TRL website; history and structure of TRL; information regarding the library’s services; the library’s funding, budget, and strategic plan; State of Washington library law; relationships with cities and counties in the service area; library professional organizations and resources; and tours of TRL libraries.
      3. Open Public Meeting Act (OPMA) and the Public Records Act (PRA) training must be completed within ninety (90) days of appointment.
      4. The Board may provide mentoring for new Board members, rotating the responsibility among trustees to enable a new trustee to gain the perspective of each of the other trustees; Mentoring may include contacting the new trustee to build a relationship and to share information, e.g., about Board meeting content or process.
By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.