



# 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.

**B. Continuing Education:**

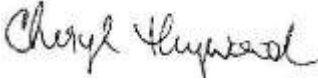
1. The Executive Director may provide all trustees with information about library professional organizations for trustee membership and involvement; As selected by the trustee, TRL will pay for trustee memberships in the Washington Library Association (WLA), the Pacific Northwest Library Association (PNLA), the American Library Association (ALA), and the Public Library Association and the Association for Library Trustees and Advocates (PLA and ALTA, divisions of the ALA); All these organizations provide continuing education through their journals (included with membership), workshops, and conferences.
2. TRL may establish a budget for Board continuing education; the trustees will meet annually to decide how to balance attendance at conferences and workshops.
3. TRL may support attendance by trustees at workshops and conferences aimed at furthering their knowledge and understanding of libraries and issues relating to libraries, and may pay, within budget constraints, for all eligible expenses associated with this training (see TRL Travel Policy).
4. The Executive Director may inform trustees on a regular basis about continuing education opportunities as they become available.
5. OPMA and PRA trainings are to be refreshed per the State Attorney General's Office.
6. Trustees who attend continuing education events are responsible for sharing with other trustees their learning's in the form of oral reports, handouts, etc. Trustees who are unable to attend an event may ask for materials to be picked up from selected sessions.


**6) References:**

- A. TRL Board of Trustees Reference Manual.
- B. TRL Travel Policy

**7) Citations:**

- A. None.

 6/21/2023  
Cheryl Heywood, Executive Director

 6/21/2023  
Ken Sebby, President

*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.*

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