

# Orientation and Continuing Education of Board and Staff

The following are examples of policies on orientation and continuing education:

## Olds Public Library

Town: Population in 2001 6,230

### 1.8 Staff Development

1. Staff are expected and encourage to continue their professional development through attendance at conference, seminars, and workshops concerned with Library science.
2. Time spent at conferences, conventions, workshop seminars, or similar training course shall neither be considered as lieu nor overtime, nor shall travel time spent to attend the above.
3. Such attendance is to be determined in consultation with the appropriate supervisor and must stay within budget approved by Board.
4. A reporting of attendance shall be made to the Board by the Librarian.
5. Course fees shall be reimbursed as pre-authorized upon presentation of proof of successful completion of relevant courses.

### 2.0 Trustee Orientation

#### *Libraries Act Regulation: 11.3 (b)*

*Orientation and continuing education of trustees and staff including expenses for attendance at library meetings, conferences, workshops and courses and for memberships in library associations.*

#### 2.1 Orientation

Each new Olds and District Municipal Library board members will receive a *Trustees' Handbook* from the retiring board member he/she is replacing.

#### 2.2 Orientation Process

The orientation process will be responsibility of the Vice Chair and of the Board and the Librarian. This process will include:

1. A tour of the OML Premises, Librarian to explain where the Board reference materials, past records, policy manuals, etc., are located;
2. A review of the Trustees Handbook with Vice Chair;
3. A review of the Parkland Regional Library System's Handbook with the Librarian;
4. A review of any OML honoraria available to the trustee for conferences and workshop attendance (with Vice Chair); and
5. A review of the previous year's Annual Report and Budget with the Treasurer.

The new Library Board member will be expected to review current financial statement. Schedule of events, last year's minutes and the Plan of Service.

The trustee will walk through procedures and programs at the Library with the Librarian.

The responsibility lies with the new representative to make arrangements for the above phases of orientation with the above parties at a time convenient to those involved.

Chair: \_\_\_\_\_ Date of Approval \_\_\_\_\_

Date of Amendment \_\_\_\_\_

## **Milo Public Library**

Village: Population in 2001                      117

### **2.1 Orientation**

- A. The new trustee will be provided with an orientation package consisting of current
- Alberta Libraries Act and Regulations
  - By-laws and Policies of Milo Municipal Library
  - current Plan of Service for Milo Municipal Library

### **2.2 Continuing Education of Trustees**

- A. Trustees are expected to attend library or trustee courses or conferences in the area.

## **Hardisty Public Library**

Village: Population in 2001      808

### **BOARD ORIENTATION AND CONTINUING EDUCATION OF BOARD AND STAFF**

New board members shall be given the following items for purposes of orientation: -  
Bylaws and policy handbook of Hardisty Public Library - The Libraries Act. - The  
Alberta Library Trustees Association handbook - Map of PRL service area - Library  
history - List of Board members and committees - Board member job description - Event  
calendar - Service agreement between Town of Hardisty and Parkland Regional Library -  
Copy of Goals & Objectives  
New board members shall be partnered with an existing  
board member to assist them in their orientation.

The Board shall support ongoing education for its members and staff as itemized in the  
budget. The board shall encourage its members to attend workshops and training. Staff  
evaluation may be used to determine what further training or courses are needed.