

**La BIBLIOTHEQUE de BEAUMONT LIBRARY  
BOARD OF DIRECTORS POLICY**

Policy Section: Board Self Governance

Policy Number: G-02

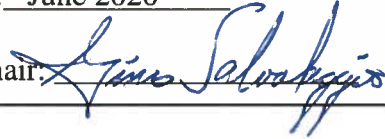
**ORIENTATION OF LIBRARY BOARD TRUSTEES**

Date Approved: June 22, 2015

Valid To: June 2020

Replaces: Policy G-02, April 2015

Board Chair:



Library Trustees shall receive orientation from the Board Chair and the Library Manager prior to attending their first meeting.

1. The orientation shall include a detailed explanation of library management including a tour of the library and introductions to all staff.
2. The orientation shall include a thorough tutorial on the electronic Trustees Manual and an explanation of its content.
3. Each Trustee shall have access to the electronic Trustees Manual and, if necessary, can be provided with a paper copy.
4. The electronic Trustees Manual will provide access to the following:

**A. LEGAL**

- I. The Provincial Libraries Act and Regulation.
- II. The Town of Beaumont Library Bylaw.
- III. Lease agreement between the Library and the Town.
- IV. Insurance documents.

**B. POLICIES**

- I. Administrative
- II. Advocacy
- III. Self-Governance
- IV. Framework
- V. Operational

**C. FINANCIAL**

- I. Library budget for the current year.
- II. Monthly statements.
- III. The latest audit report.
- IV. Grant information and regulations.

**D. LIBRARY INFORMATION**

- I. The latest Plan of Service.
- II. The history of the library.
- III. Annual reports.
- IV. Library statistics.
- V. Library publications (brochures, newsletters).

**E. BOARD INFORMATION**

- I. Board member contact information.
- II. Calendar of Board meetings for the current year.
- III. Meeting agendas.
- IV. Meeting minutes.
- V. Committee terms of reference.

**F. ASSOCIATION INFORMATION**

- I. Public Library Services Branch (PLSB).
- II. The Alberta Library (TAL)
- III. Alberta Public Library Electronic Network (APLEN)
- IV. Yellowhead Regional Library (YRL)
- V. Alberta Library Trustees Association (ALTA)
- VI. Libraries Association of Alberta (LAA)