

ORIENTATION AND CONTINUING EDUCATION OF BOARD TRUSTEES

PURPOSE

The goal of the City of Lethbridge Library Board is to effectively support and develop informed Board Trustees. The purpose of this policy is to provide, within the limits of the Board's budget, orientation programs, financial support for attendance at library conferences and relevant workshops, and institutional membership in library organizations.

PERSONS AFFECTED

City of Lethbridge Library Board/CEO

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to support Trustees to participate in orientation, learning, training and development opportunities (e.g. courses, seminars, conferences, examinations) related to current and future requirements of the Board. This includes providing a supportive environment for practicing and receiving feedback on skills and knowledge learned.

The Board will reimburse board members for pre-approved library expenses incurred using a personal method of payment that are related to:

- Professional development, including courses workshops and conferences (refer to LB31 Travel for specific expenses covered when required to travel)
- Attending out of town meetings on behalf of the library board
- Association memberships

RESPONSIBILITIES

Learning is a shared responsibility between the individual Trustees to take charge of their own professional development, and the organization to offer an environment that is supportive of, and conducive to, learning while respecting the diverse learning needs of Trustees. Collectively, all parties are responsible to develop and nurture an organization-wide learning culture that promotes and encourages investment in learning.

Board members are responsible for providing original receipts and completing and submitting an Expense Claim Form (attached) prior to the end of the month in which the expense was incurred.

Orientation:

- a. The CEO and/or designate, along with the Board Chair, organize an orientation session for new trustees, to familiarize them with:
 - i. The CEO and management team, the Library, and its services
 - ii. A trustee's responsibilities and duties
 - iii. The provincial library environment
- b. Each trustee receives a Policy manual as part of the orientation.
- c. Each trustee receives a Trustee Handbook. Content for the Handbook is determined by the CEO, along with the Board Chair.
- d. Board governance and Committee Terms of Reference will be discussed on an annual basis.

Education:

- a. All trustees are encouraged to attend library conferences, with costs covered in accordance with Policy LB8 – Authorization for Library Trustees to Travel.
 - i. Budget limitations may restrict the number of conference attendees. Priority is usually given to trustees who have not attended previous library conferences; however, at the discretion of the Board Chair, this may be overridden by the needs of the Board.
 - ii. Trustees are expected to share learned information from conferences, workshops, etc., with the other Trustees.
- b. The Board may hold a retreat for Board and Trustee development.
- c. All trustees are strongly encouraged to attend Trustee workshops. If budget limitations restrict the number of attendees, new trustees have priority.

Association Membership:

- a. The Library Board maintains memberships in relevant trustee associations
- b. Trustees are encouraged to actively participate in the trustee associations

REFERENCES

- City of Lethbridge Library Board Policy Manual
- City of Lethbridge Library Board Trustee Handbook
- Authorization for Library Trustees to Travel Policy – LB8
- Travel Policy – LB31

REVISION HISTORY

- March 12, 2014: New policy
- May 10, 2017: Revised
- March 10, 2021: Revised