



<b>Policy 1-5</b>	<b>Board Member Orientation</b>	<b>Approved: 02/14/2019</b>
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**I. Purpose**

The purpose of this policy is to outline the orientation process for newly elected or appointed members of the Jackson County Library District Board.

**II. Cooperation with Board Candidates**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

**III. Orienting New Board Members**

The Board and its staff shall assist each new member-elect and appointee to understand the Board's role, functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- a. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
- b. The District Administrator shall provide material pertinent to District meetings and respond to questions regarding such material.
- c. New members shall be invited to meet with the District Administrator, Library Director, and other District personnel to discuss the services each performs for the District.
- d. The District Administrator shall provide each new Board member with the following, either in print or digital format:
  - Board list with contact information.
  - Meeting and event calendar for the year.
  - A summary of current Board committees and ad hoc task forces (e.g., committee charters, member names and contact info).
  - An updated copy of the District's policies and procedures.

- A copy of the Strategic Plan—includes the District’s vision, mission, values, goals, objectives, and outcomes.
- A copy of the District’s formation documents.
- A copy of ORS Chapter 198 (power and authority of Oregon special Districts) and ORS Chapter 357 (principal act governing Oregon library Districts).
- A copy of the *Special Districts Association of Oregon (SDAO) Special District Board Member Handbook* (summarizes Oregon’s Ethics Laws and Public Meetings Laws).
- A copy of the *Local Budgeting in Oregon* supplement to the Local Budgeting Manual.
- Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months. Prior years’ minutes are available on the District’s website.
- Copies of the District's last two (2) adopted budgets. Budgets from earlier fiscal years are available on the District’s website.
- Copies of the District’s last three (3) financial statements. Prior months’ financial statements are available on the District’s website.
- Copies of the District's insurance policies.
- Copies of all such documents as the attorney[s] for the District may recommend with respect to any pending claims or lawsuits.
- A copy of the latest revision of the *Standards for Oregon Public Libraries*, published by the Public Library Division of the Oregon Library Association.
- A copy of *The Complete Library Trustee* handbook published by the American Library Association United for Libraries Division.
- Public meetings law training; information about other opportunities for Board member training and development.
- Such other materials as the Board may direct or the District Administrator or Library Director deems appropriate.