

8: LIBRARY BOARD ORIENTATION

ORIENTATION TO YORK COUNTY LIBRARY SYSTEM YORK COUNTY LIBRARY BOARD OF TRUSTEES

Part 1 – Overview of York County Government

- Conducted by Library Board Liaison

Part 2 – Overview of Library Board of Trustees

- Conducted by Chairman of Library Board

1. Role of Trustees

- a. Policymaking for the Library
- b. Relationship with the other Library Board members
- c. Relationship with Library Director and staff

2. Review of Library Board Bylaws

- a. Schedule of Meetings
- b. Quorum
- c. Absences
- d. Agenda
- e. Other items

3. Review of York County Library Policies

- a. Role of Library Director and staff

4. Virginia Trustee Handbook

- a. Role of the Library of Virginia
- b. Advocacy
- c. Board right & ethics (ALA Ethics Statement for Public Library Trustees)

5. Training and Continuing Education

- a. List of professional organizations & membership
- b. Training & CE opportunities
- c. Resources for further information

6. Annual Self-evaluation of Library Board

Part 3 – Overview of York County Library System

- Conducted by Director of Library Services

1. Structure of Library

- a. Organizational Chart and list of key personnel
- b. Relationship with Library Director
- c. Department Descriptions

- d. Tour of Tabb and Yorktown Libraries

- 2. Library Budget
 - a. County Budget Process
 - b. Review of past and current Operating Budget
 - c. Areas of Library Expenditures
 - d. Future budgetary needs
 - e. State aid for public libraries

- 3. Services and Programs
 - a. Adult Services
 - b. Youth Services

- 4. Five Year Plan
 - a. Purpose
 - b. Development
 - c. Updates

- 5. Library Foundation and Friends of the Library
 - a. Roles
 - b. List of Board Members
 - c. Review of past support/projects
 - d. Role of Volunteers

Adopted January 11, 2007