



ONBOARDING YOUR NEW LIBRARY TRUSTEE

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PRESIDENT, NHLTA

WELCOME AND ORIENTATION

- Meet with Board Chair and Director one-on-one
- Introduction to key staff and fellow trustees
- Services offered (circulation, digital resources, programs, outreach)
- Tour of facilities (physical and virtual systems)

ROLES AND RESPONSIBILITIES OF A TRUSTEE

- ❑ Governance vs. management (board sets policy; director manages operations)
- ❑ Code of Ethics
- ❑ Participation expectations (meetings, committees, events)
- ❑ Become familiar with **NH RSA 202-A**, library bylaws, policies

BOARD STRUCTURE & OPERATIONS

- Board composition and officer roles
- Meeting schedule and procedures (agenda, minutes, voting)
- Relationship with the Library Director

PROVIDE A TRUSTEE NOTEBOOK WHICH INCLUDES:

- Board bylaws
- NH RSAs pertaining to public libraries
- Annual budget
- Recent board minutes
- Library policies (circulation, collection development, behavior, etc.)
- Strategic plan
- NHLTA Trustee Manual – *A Guide for Library Trustees*
- Onboarding outline

LEGAL & ETHICAL RESPONSIBILITIES

- Review of bylaws and governing documents
- Open meetings/non-public meetings; public records requirements
- Confidentiality expectations

FINANCIAL OVERSIGHT

- Overview of funding sources (taxes, grants, donations, fines, etc.)
- Budget structure and approval process
- Financial reports and how to read them

ADVOCACY & COMMUNITY ENGAGEMENT

- Role as a library ambassador
- Building relationships with town government entities
- Communicating the library's value

TRAINING & CONTINUING EDUCATION

- Workshops, webinars, and conferences
- State library resources and the trustee association
- Mentor/buddy with experienced trustee

EVALUATION AND FEEDBACK

- Board evaluation
- Opportunities to provide feedback on onboarding experience
- Exit interview