

Orientation and Continuing Education of Board and Employees

I. BOARD ORIENTATION

It is the belief of the Town of Sylvan Lake Library Board that Board members who are familiar with the library and aware of its processes are better able to contribute to its successful operation.

A new Board member will receive an orientation package from the Library Director. This package will be emailed to the Board Member and shall consist of:

1. Board member contact list
2. Plan of Service
3. Policies
4. Website links to the Public Library Services Branch, Alberta Library Trustees Association and Parkland Regional Library System

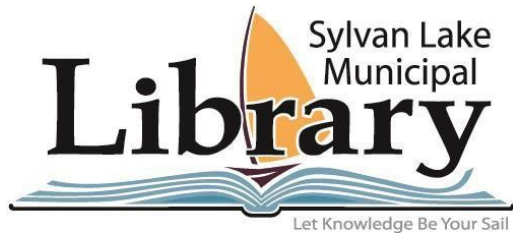
A new Board member will be encouraged to meet with the Library Director and the Board Chair for orientation prior to their first Board meeting.

The library orientation conducted by the Library Director shall include, but is not limited to:

1. Introduction to employees
2. Tour of the library
3. Introduction to basic library procedures
4. Oath of Confidentiality form
5. Ensure Board member has a library membership

The orientation conducted by the Board Chair shall include, but is not limited to the overview of the:

1. The Alberta Libraries Act Chapter L-11 and Libraries Regulation AR 141/1998
2. The roles of a trustee
3. The Board policy manual
4. The Board committees
5. The Board executive roles



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6. Board Basics training available through the Public Library Services Branch

A. Board Training

It is the belief of the Town of Sylvan Lake Library Board that knowledgeable, informed Board members are better able to contribute to the efficient operation of the Board; and that Board members should be encouraged and given opportunity to attend professional development opportunities.

Funds will be allocated in the annual budget for the professional development of the Board. The Library Director and/or Board Chair will advise the Board of development opportunities. Board members wishing to attend will be encouraged and will have eligible expenses paid as the development budget allows. If attending a library conference, Board members are expected to provide a verbal report to the Board.

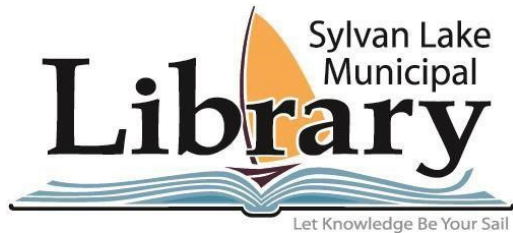
B. Association Memberships

The Library purchases an annual institutional membership in the Alberta Library Trustees Association (ALTA). The Board Chair is the voting representative. Expenses incurred by individual Board members for association memberships may be reimbursed, with prior approval by Board motion.

II. EMPLOYEE ORIENTATION

The Library Board recognizes the importance of informed and well-trained employees. It supports this policy by providing, within the limits of its budget, orientation programs, encouragement and support for attendance at library conferences, workshops, library-related courses, and institutional membership in library organizations.

1. New employees are given orientation and training that will prepare them to best provide service to the patrons.
2. Orientation and training are the responsibility of the Library Director and include an understanding of the role of the Library in the community, the responsibilities and duties of the Board and employee, and the Library's policies, services, goals and objectives, as well as specific training for the employee's position.



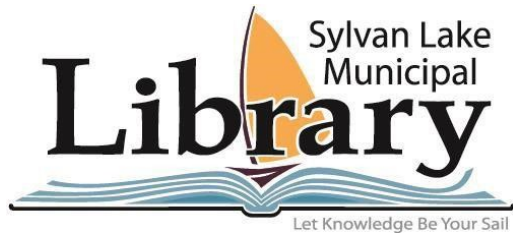
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A. Employee Training

1. The Library Director may, within the limits of the budget, approve employee attendance at library or library-related workshops and conferences without prior Board approval.
2. Cost of employee attendance at library conferences is covered, within the limits of the budget.
3. The Board supports and encourages informal, ongoing sharing of information among library employees as part of their continuing education.
4. All full-time employees must have current First Aid/CPR training. The library will cover the cost of this training and pay for the employees' time while they are in training. Part-time employees will have the opportunity to complete general First Aid training at the library's expense for both the course and the employees' time.

B. Associations Memberships

1. The Library is a member of the Parkland Regional Library System. Training through Parkland will be made available to all employees, within the bounds of the work schedule and library budget, at the discretion of the Library Director.
2. The Library will maintain an Institutional Membership with the Library Association of Alberta (LAA). The Library Director will be the voting member. Courses and tutorials through the LAA will be made available to employees, within the bounds of the work schedule and library budget, at the discretion of the Library Director.



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Date approved: May 9, 2018
Board Chair: Dwayne Stoesz

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Board Chair: Deborah Parry