

Proposed Orientation for
Homer Public Library Advisory Board Members

Objective: To lay the foundation of a productive, effective and collegial working relationship among library staff, LAB and Friends

Orientation Packet

Content:

1. Homer Public Library Advisory Board Bylaws
2. LAB Strategic Plan and/or Annual Priorities
3. Role Chart (see example)
4. Public Meeting Guidelines
5. Library Policies
6. Library Budget
7. Staff Chart
8. List of LAB members with contact information and 2-3 sentence bios
9. List of Friends Board/leadership with contact information
10. LAB Meeting Schedule

Uses:

- Provided to new LAB members prior to first meeting
- Updated as needed for all members (as changes in LAB membership, staff, policies, budget, etc.)
- Printed for new members and original distribution to members then maintained as collection of online PDFs for board members to access

Tour of the Library with an existing LAB member

Office Visit with Library Director 1:1

Attendance at one Friends meeting within first 12 months