

KDLA Trustee Tip/April 2018 Library Trustee Orientation

If you are a new Kentucky public library trustee (or even a longtime trustee), you probably have many questions about public libraries and your role in their administration. The best way to find out all you need to know is to complete your trustee orientation.

At the beginning of your term as a trustee, the library director will invite you to an orientation session highlighting many aspects of library operations, including services, staffing, and administration. An orientation is also provided by KDLA, which may be held in-person with your Regional Consultant, or may be completed on your own by viewing two webinars produced by KDLA. These webinars, which serve both as an introduction to public library administration in Kentucky and as part of the Public Library Trustee Certification Program, give viewers an overview of trustee responsibilities and can be watched as often as you have questions about these topics.

There are five webinars in the Public Library Trustee Certification Program, each approximately 30 minutes long. Only the two webinars listed below are required for your orientation.*

Library Trustee and Director Roles

<https://kdla.adobeconnect.com/a1019387739/trusteedirectorroles>

Conducting a Library Board Meeting

<https://kdla.adobeconnect.com/a1019387739/conducting-library-board-meeting>

After you have viewed the two webinars, please complete a Learning Activity Report (LAR) and present it to the library director. Remember to fill out the last part of the form, where it asks you to write a brief description of what you have viewed, which can be comments about the training or questions you may have about the information presented. The LAR can be found here:

<https://kdla.ky.gov/librarians/trustees/Documents/Trustees%20LAR.pdf>.

The director and the Regional Consultant will complete the trustee orientation checklists and turn them into KDLA's Continuing Education Section. The checklists can be found at:

<https://kdla.ky.gov/librarians/trustees/Documents/Trustee%20Orientation%20Checklist.pdf>.

After you've completed your orientation webinars, you're almost halfway through the process of becoming a certified Kentucky public library trustee! If you are interested in becoming a certified trustee, you must complete the three additional trustee webinars available on the KDLA website. More information about the Public Library Trustee Certification Program may be found at:

<https://kdla.ky.gov/librarians/trustees/Pages/TrusteeCertification.aspx>.

As always, if you have any questions about trustee orientation or our certification program, please feel free to ask your Regional Consultant or library director.

Thank you for your valuable service to Kentucky's public libraries!

* Internet Explorer is the recommended browser for viewing on a computer. A recent version of Adobe Flash Player is required for viewing.