



Mississippi Valley Library District

408 West Main Street, Collinsville, IL 62234

Collinsville Memorial Library Center
408 West Main Street
Collinsville, IL 62234

Fairmont City Library Center
4444 Collinsville Road
Fairmont City, IL 62201

Historic Blum House
414 West Main Street
Collinsville, IL 62234

TRUSTEE ORIENTATION PLAN

Approved April 19, 2021

ORIENTATION ACTIVITIES

The MVLD Board President will contact the new Trustee(s) and welcome them to the Board. The MVLD Executive Director will contact the new Trustee(s) to schedule an orientation session.

The orientation session will begin with a “getting acquainted” tour of one or both library centers. The Executive Director will conduct the tour, providing an overview of collections, services, and general policies. The Executive Director will introduce available staff members and explain their duties. The Executive Director will provide a Trustee Orientation Manual for the new Trustee(s) to keep during their tenure on the Board.

The Board President or their designee will schedule an appointment with the new Trustee(s) to discuss:

- The duties of Board members
- The business of the Board, including bylaws, ethics, meeting times, and formats
- Recent decisions and accomplishments of the Board
- Future plans and goals
- The budget process

ORIENTATION MATERIALS FOR NEW TRUSTEES

Trustees are provided with a Trustee Orientation Manual upon election or appointment. It is each Trustee’s responsibility to review the information provided in the manual and to ask for further clarification as needed. The manual remains in the care of each Trustee until the Trustee leaves the Board. At that time, the manual and all of its contents are to be returned to the Executive Director.

ORIENTATION WORKSHOPS

New Trustees are urged to attend Trustee orientation workshops offered by the Illinois Library Association and the Illinois State Library when available. The Executive Director is responsible for sharing Trustee training opportunities with the Board, although Trustees may seek out opportunities on their own.