



Discussion Guide: Orientation

The following discussion guide lists recommendations for delivering content from *A Guide to Saskatchewan Public Library Governance*, Module 1 – Orientation.

| Document | Delivery methods | Time required | Additional resources |
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| <p>Module 1: Orientation</p> | <p>This module can be delivered in a one on one setting with the board chair and library director meeting with the new board member. It can also be delivered to the board at a regular meeting, acting as a refresher for experienced board members.</p> <p>Provide materials to the new board member in advance and consider asking them to think about questions such as “What are your interests, strengths? What do you hope to accomplish as a member of this board? How can we make this a rewarding experience for you?”</p> <p>The videos listed in the additional resources section can be shown to the new board member or presented at a board meeting. Allow time for questions and discussion after viewing any of these videos.</p> <p>The Online Volunteer Training Centre is provided by Sask Sport as a general orientation package available to all volunteers within the province.</p> | <p>30 minutes</p> | <p>In a Nutshell http://slta.ca/+pub/document/nutshell/In%20a%20Nutshell.pdf</p> <p>(video) Trustee Trouble: the Misadventures of a New Library Board Member (Wyoming) http://www.wyominglibraries.org/trusteetrouble.html</p> <p>(video) Three Hats – Trustee Roles and Responsibilities: (Alberta) http://www.youtube.com/watch?v=RTFXGZRv0lY</p> <p>(video) Getting on Board: Orientation (Pennsylvania) http://www.youtube.com/watch?v=4tXQZm0mb9I</p> <p>(video) Getting on Board: Board Basics (Pennsylvania) http://www.youtube.com/watch?v=MG2AmxllluY</p> <p>Sask Sport’s Online Volunteer Training Centre http://ovtc.sk.ca/default.php Web-based training program free to all Saskatchewan residents involved in the volunteer sector.</p> |
| <p>Appendix A: Board Orientation Checklist</p> | <p>The board chair and library director can keep the checklist and mark off each point when it is covered during the orientation process.</p> <p>Appendix A acts as an outline for the type of information that could be included in an orientation. Each orientation should be tailored to the individual board member’s unique skills and experiences and include relevant information regarding the current issues facing the board.</p> | | <p>(video) Trustees on Track 3: What Characteristics Make a Good Library Board Member?: (Utah) http://www.youtube.com/watch?v=BHlr9qm4O7Q</p> |

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| Appendix B: How are Libraries Financed? | <p>Financial questions will be on the mind of any new board member. This chart explains how the three systems in Saskatchewan (municipal, regional and northern) are funded, taking into account both provincial and municipal funding sources.</p> <p>The chair and director will need to provide information outlining how the board receives and allocates its revenue at the local level, as this differs across library systems.</p> | 15 minutes | <p>(video) Getting on Board: Advocacy and Money Matters (Pennsylvania) http://www.youtube.com/watch?v=0Me1WITnei0</p> |
| Appendix C: Brief History and Current Context for Saskatchewan Public Libraries | <p>Saskatchewan Public Libraries have a unique history of working together. All library board members are a part of this legacy.</p> <p>Appendix C illustrates the history of public libraries in Saskatchewan and provides an introduction to SILS and the SILS Consortium.</p> | 15 minutes | <p>http://www.education.gov.sk.ca/Provincial-Library</p> <p>Kerr, Don. <i>A Book in Every Hand</i>. Regina: Coteau Books, 2005.</p> <p>The Public Libraries Act, 1996</p> <p>The Public Libraries Regulations, 1996</p> |