**APPENDIX I**

**TRUSTEE ORIENTATION**

Prior to the Election: The Library Director will send a letter to each new candidate offering to answer any questions that the candidates might have, and inviting the candidates to attend Board meetings.

After the Election: The Board President will call the newly elected Trustees, welcoming the Board and advising them of their first board meeting. At the first board meeting, the new trustees will be given a policy manual and given time to ask any questions they may have.

After the First Board Meeting: Trustees will be invited to meet with the Library Director and the President of the Board to discuss any questions resulting from their first board meeting and to tour the Library.