

## **Human Resources Meeting**

**July 16, 2020**

### **Call to Order/ Roll Call**

Maria Rector called the meeting to order at 1:00 PM at the library. Dianne Allendorf and Jenna Diedrich were also present.

### **Citizen Comments**

### **Review of Agenda**

#### **Development of Orientation Plan for New Trustees**

The committee will start with the Trustee Orientation and move on to the Director's Orientation when that is completed.

Jenna shared a rough draft of a Table of Contents for the Trustee Orientation binder. Maria shared the Orientation Guide from Bismarck Veterans Memorial Public Library which had some charts and other information laid out in an easy to access form. Some of the items on the Table of Contents would be links (e.g. Trustee Facts File, Roberts Rules of Order, etc.) and other things would be included in the actual binder. Jenna also shared the draft of the Trustee Orientation Agenda for the meeting she would conduct with new trustees. Jenna anticipates that the meeting could take 2 – 3 hours as there is a lot of important information to share. The time could be broken into 2 sessions.

The committee suggested that a Welcome letter be added to the information.

In related items, it was suggested that some information be given to people when they come in to pick up packets to run for election so that they understand the role of the trustee and what the job entails. This packet would include things like the job description of a trustee/board, Bylaws, ethics, and meeting dates. Some information would be available to be accessed on the website and candidates would be directed to it.

Continuing education for trustees was also discussed, and it was suggested that brief sessions at board meetings on timely topics be reintroduced. Board members might also have an article to read for discussion at the meeting.

### **Items for Next Agenda**

Jenna will work on a rough draft for the committee's next meeting.

Respectfully submitted,  
Dianne Allendorf