SAMPLE TRUSTEE WELCOME LETTER

Dear

Welcome again. Congratulations on your appointment/election to the library board. I look forward to working with you. Enclosed in this packet are some Library goodies, board member and key library staff contact information as well as information on completing the Freedom of Information Act and Open Meetings Act training which is required by all new elected officials and must be completed within 60 days of being sworn in.

You will be receiving more information during the orientation, but, before that happens, I want to share some basic information that you will hopefully find helpful.

Board meetings are typically on the 3rd Thursday of the month at 7:30pm in the meeting rom. My administrative assistant will send out a request for agenda items at the beginning of each month. If you have anything that you would like added to the agenda, you can let her know, and we will include it on the agenda.

The board packet typically goes out the Friday before the board meeting. It is emailed out to all trustees and posted on the website. There are times when information is not included in the board packet online as it pertains to items that will be discussed in a closed session. Another item that is always emailed is the minutes from the previous month’s meeting. They are then posted on the website after the board has approved them.

If you have any questions or want to discuss anything in the board packet or anything else, please do not hesitate to reach out to me. My administrative assistant will be in touch to schedule a convenient time to do your orientation.

I look forward to working with you.

Sincerely,

Your Library Director