

**PLANO COMMUNITY LIBRARY DISTRICT  
TRUSTEE ORIENTATION MEETING  
NOVEMBER 15, 2018  
MEETING HELD IN THE DIANA HASTINGS BOARD ROOM**

The meeting was called to order by Board President Jane Voss at 6:17 p.m. In attendance were Trustee Natalie Kollmann and Library Director Deanna Howard.

Those present reviewed orientation materials for new library trustees. The following material was reviewed and discussed:

- Board of Library Trustees Constitution and Bylaws
- Organizational Chart
- Trustee Duties and Responsibilities
- Orientation for New Trustees
- Library Bill of Rights
- Ethics Statement for Public Library Trustees

The Board's committee assignments were also reviewed. Trustee Kollmann would like to serve on the Fundraising Committee. Trustee Kollmann received a list of library board members.

The library's finances, sources of income, programs and services were also discussed. Trustee Kollmann was given information about the required online Open Meetings Act Training for trustees. Director Howard will set up a time for Trustee Kollmann to come in for a tour of the library and introduction to staff members.

Being no further business, the meeting was adjourned at 6:56 p.m.

Notes submitted by Deanna Howard

*Approved as submitted, 1/17/19*

*Cecelia Carey*