

**PLANO COMMUNITY LIBRARY DISTRICT  
TRUSTEE ORIENTATION MEETING  
OCTOBER 21, 2021  
MEETING HELD IN THE DIANA HASTINGS BOARD ROOM**

The meeting was called to order by Board President Jane Voss at 6:00 p.m. In attendance were Trustee Denise Helmers and Library Director Deanna Howard.

**CITIZENS TO BE HEARD**

None.

**ORIENTATION MATERIALS**

Those present reviewed orientation information for new library trustees. The following were 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 reviewed. Denise expressed interest in serving on the Personnel & Policy and/or Finance Committee. She received a list of library board members. The library's finances were discussed.

**OTHER**

Following the meeting Director Howard will give Trustee Helmers a brief tour of the library and introduce her to staff members.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 6:40 p.m.

Notes submitted by Deanna Howard

*Approved as submitted, 11/18/21*

*Denise Helmers*