

New Member Orientation Committee Meeting Minutes

LIBRARY BOARD OF DIRECTORS SALEM FREE PUBLIC LIBRARY

Wednesda, September 6, 2023 at 10:30 AM

CALL TO ORDER at 10:27 PM by Maureen Collins, Committee Chair

- **Present:** Maureen Collins, Julie Stoken, Dee Doolittle
- **Absent:**

ADDITIONS TO AGENDA: None

PUBLIC COMMENTS/CORRESPONDENCE: None

ADOPTION OF AGENDA: Unanimous

APPROVAL OF MINUTES: n/a

GENERAL PROCEEDINGS:

- Meeting for the first time to develop new member orientation materials to facilitate a smooth and knowledgeable start for new board members.
- Maureen Collins was unanimously chosen to be Chair of the subcommittee.
- Julie Stoken was asked to serve as Secretary.
- Maureen Collins shared an outline of ideas to include in the materials
- Discussion entailed what should go in to the packet, lots of great ideas and material.
- Agreed that Julie Stoken to create a first draft for committee members to review, add, adjust, etc., as necessary, at the next meeting.
- Agreed that Dee Doolittle will put the final product together and use the letterhead and format that was created for other board documents.

ADJOURNMENT: 11:20 AM

Respectfully submitted by,

Julie Stoken, Committee Secretary

NEXT MEETING: Wednesday, October 4, 2023 at 10:30 AM, Salem Free Public Library