

Gravenhurst Public Library
APPENDIX D - Policy GOV-12
Youth Auxiliary Member Program
30-Day Orientation Checklist



Member Name: _____ Mentor: _____

Week 1: The Foundations (The "Whos" and "Whats")

- **Meet the Team:** Formal introduction to the Library CEO/Chief Librarian and the Board Chair.
- **Facility Tour:** A "behind-the-scenes" tour of the Gravenhurst Public Library, including staff areas and technical services.
- **Board Portal Access:** Receive login credentials for the Board's digital folder or portal (where agendas and minutes are stored).
- **Orientation Binder:** Receive the Board Manual, which includes the current Strategic Plan, the Annual Budget, and the Board Meeting Schedule.

Week 2: Governance & Legislation (The "Hows")

- **Legislative Briefing:** Review of the *Ontario Public Libraries Act*, and how it defines the Board's authority as well as the OLBA's *Cut to the Chase* document.
- **Parliamentary Procedure 101:** Learn the basics of *Robert's Rules of Order* (e.g., how to make a motion, how to second, and how to participate in a formal vote – for information only as the Youth Auxiliary Member is a non-voting participant).
- **Financial Literacy:** A 15-minute walkthrough of a standard library financial statement with the CEO/Chief Librarian or the Finance Committee Chair.
- **Policy Review:** Read the **Governance Policies 1 through 19** including the **GPL Board Code of Conduct** (GOV-03 Appendix A).

Week 3: Strategic Engagement (The "Whys")

- **Strategic Plan Deep-Dive:** Review the library's 3–5-year goals and identify one area where youth perspective is most needed.
- **Committee Assignment:** Discuss which committee (e.g., Policy, Finance, or Strategic Planning) the youth member will join.
- **Mentor Meeting:** Meet with a designated "Board Buddy" (an experienced Board Member) to ask questions about the upcoming meeting agenda.

Week 4: The First Board Meeting

- **Agenda Review:** Read the full Board package for the upcoming meeting and flag any items that require clarification.
- **Meeting Attendance:** Attend the first formal Board meeting.
- **Post-Meeting Debrief:** Spend 10 minutes with the Board Chair or Mentor to discuss the meeting flow and any "lessons learned."

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Useful Acronyms to Know

Acronym	Meaning
CEO	Chief Executive Officer (The Library's top staff member)
GPLB	Gravenhurst Public Library Board
PLA	Public Libraries Act (The law we follow)
MFIPPA	Municipal Freedom of Information and Protection of Privacy Act
OLA	Ontario Library Association
OLS	Ontario Library Service
OLBA	Ontario Library Board Association