

**Joseph T. Simpson Public Library**  
**Mentoring Policy**  
**Adopted November 26, 2019**

**Objectives:** Orienting new board members, promoting individual and organizational learning, and preparing for leadership succession.

**Purpose:** To welcome and help integrate new board members, to enhance meaningful board participation, and to increase commitment to the board.

**Time Commitment:** Mentor/Mentee relationship will continue for a minimum of one year with concentrated support during the first 6 months of board membership.

**Suggested Mentor Responsibilities:**

- Participate in board orientation with the Mentee;
- Meet with Mentee at least one week prior to first board meeting to review expectations and protocols at the board meeting;
- Meet with Mentee within first two months of board membership to review use of the online board meeting solution, to discuss responsibilities and committee work, and to get to know the Mentee's interests and skills;
- Introduce Mentee to other board members and staff to promote a welcoming environment;
- Meet with Mentee and library staff member for a tour of the Library and to learn about the work and programs of the Library;
- Communicate with the Mentee on a regular schedule so that you can act as a go-between and sounding board, hear and answer questions, and share ideas;
- Invite Mentee to volunteer for the Library and/or Friends events and accompany the Mentee to these events;
- Encourage the Mentee to provide feedback to the Governance committee regarding the mentoring program.

**Mentoring Do's and Don'ts**

- Do be sensitive to the day-to-day needs of your mentee. Don't forget to find out what else is on your mentee's plate.
- Do identify and utilize multiple venues for communication. Don't rely on face-to-face interaction alone.
- Do set a regular contact schedule, but don't be inflexible.
- Do check regularly on the effectiveness of communication. Don't assume that the messages you are sending are being received or understood.
- Do talk about the effectiveness of the mentoring process. Don't forget to provide feedback to the Governance committee.