

## LAB Appointments/Onboarding Procedures

Refer to Reso xxxx

1. Request interested party to submit an application through the Clerk of the Board website and attach a letter of interest addressed to the Library Director and District Supervisor
2. Clerk of the Board's office will forward the application to Library Director
3. If Library Director approves of the candidate they will forward their approval and the application to the specified Supervisor and their assistant.
4. Once the Supervisor has also approved appointment, the Director or designee (such as the LAB assistant) will compose a transmittal (see example #) and submit through the agenda process.  
\*note, this transmittal will not be on the Consent agenda as the supervisor must appointment them during the regular agenda (which is XXXXXX)
5. Once the supervisor has appointed the person to the position the LAB assistant will send out a welcome letter and email on behalf of the Director and notify LAB Chair and attach the meeting schedule
6. The LAB assistant will schedule a meeting between the new appointee, the LAB Chair and the director and prepare a binder containing current information
7. The LAB assistant will add all information to the LAB list of members and add them to the LAB distribution list and share the distribution list with all parties who wish one.
8. The LAB assistant will send the updated list of appointed members the LAB, FOLs and Managers