

POLICY ON LIBRARY CONFERENCE ATTENDANCE

It is the policy of the Board of Library Trustees and the Library Director to encourage continuous professional development among staff, Division Heads, and Board members via attendance at professional library conferences. Conferences offer an excellent means to continue to develop professionally, identify current trends and future services, and stimulate staff and Board growth.

Approval Process:

Attendance at Library Conferences is subject to:

1. Eligible staff must be permanent, work a minimum of 15 HPW and have passed their 6-month probation period on the library staff.
2. Approval by the Director to attend library-related conferences geared to work-related responsibilities
3. Adequate coverage of library public service desks
4. Equity in attendance across library divisions and library staff

Preference for attendance may be given when:

1. The staff person is making a presentation or serving as a participant in a proffered program
2. The staff person holds a membership, a Chairmanship, an office or other standing in the hosting professional association

Scheduling Process:

1. Workers may apply for approval of conference attendance and travel time in lieu of work time.

Payment Process:

1. Payment may partially or wholly offset library conference registration and hotel and meal costs incurred while in attendance at an approved library-related conference.
2. Payment will be made on the following basis:
 - a. Reimbursement to staff from the Library Operating Account Conferences line item, or;
 - b. Direct payment to the hosting Association from the Library Operating Account Conferences line item
 - c. Reimbursement to staff for mileage from the Library Operating Account Mileage line item
 - d. Payment/reimbursement will be made contingent upon staff attendance at said conference
 - e. Conference attendees will produce a written report for the Library Trustees on Conference sessions and offerings attended and their potential application to the J. V. Fletcher Library.