

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board Continuing Education

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Number 8012

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#### ***Purpose***

In keeping with its stated position on the need for continuing training and development for its members, the board encourages the participation of all members at appropriate library conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidance:

#### ***General Guidelines***

1. A calendar of library board conferences, conventions, and workshops is maintained by the Library Director and regularly reported to the board.
2. Authorization by the board must be received prior to member attendance at a conference or workshop at the library's expense.
3. As funds permit, a budget for board member attendance at conventions, conferences and workshops annually is established. The board will designate which of its members would be the most appropriate to participate at a given meeting when anticipated travel expenses exceed the budget.
4. Reimbursement to board members for their travel expenses will be in accordance with the library staff's travel expense guidelines.
5. When a conference, convention, or workshop is not attended by the full board, those who participate are expected to share information, recommendations, and materials acquired at the meeting.