

New Brunswick Free Public Library  
Policy on Professional Meeting and Activity Attendance for Staff and Trustees  
Approved April 29, 1993, Revision Approved March 22, 2006

Since librarianship is an intellectual activity in an ever-changing field, staff development is essential. All staff should endeavor to increase their skills and knowledge so we can better serve the public. It is incumbent for professionals to be active in their associations. Trustees must remain abreast of current developments if they are to oversee the activities of the library and they need to be active and support associations that promote libraries.

Examples of continuing education, professional training, and development include, but are not limited to, attendance at in-library training programs, workshops sponsored by library organizations, library school mini courses, participation on state wide professional committees, and presentations at national conferences. Training and developmental activities in related fields will be considered if associated with the employee's responsibilities.

1. To ensure that board members remain current in their knowledge, the Board requires of itself that collectively the Board members will exceed the three hours of training per library board required under state regulations.
2. To ensure that professional staff remain current in their professional knowledge, they are required to attend the equivalent of two days of approved professional training and development every eighteen months
3. To ensure that support staff remain knowledgeable about the field, the library commits itself toward working to insure that each staff member will receive at least three hours of continuing education each year.
4. Approvals
  - 4.1. Staff. All staff attendance must be pre-approved by the Library Director.
  - 4.2. Trustees. Trustee reimbursement must be pre-approved by a formal motion of the Board.
  - 4.3. Library Director. Out-of-state attendance and reimbursement for the Library Director must be pre-approved by the Board of Trustees.
5. The following priorities shall apply to meeting attendance:
  - 5.1. Speaker or presenter. Within this category, weight will be given to the prominence of the person's role — for example, keynote speaker versus member of a reactor panel.
  - 5.2. First Conferences. Since professional or trustee growth will only come after professional involvement, first-time attendance at state and national conferences will be given precedence.
  - 5.3. Chairperson of a committee or task force, Conference committee, officer of the organization. Since much of the work of a committee chair, etc. is done outside work time, due recognition should be given to this function.
  - 5.4. Member of a committee or task force.
  - 5.5. Member of the association (for professional staff).
  - 5.6. Non-member of the association.
6. Time Allowance for Staff.
  - 6.1. When attendance is approved as time worked, time will be allowed for travel to and from the conference site, attendance at meetings, touring of exhibits, and other related activities.
  - 6.2. Any attendance on Saturday, Sunday, or Holidays will be either at the staff member's normal rate or on their own time as previously negotiated. It is the responsibility of the staff member to discuss this with his/her supervisor.
  - 6.3. When attending an activity beyond commuting distance from New Brunswick, staff will receive a maximum of seven hours for each day of attendance at the activity.

7. Types of reimbursements.

7.1.1. Reimbursements may be made to the staff member but a purchase order must be generated concurrent with the commitment for the estimated costs.

7.1.2. Registration Fees. Staff members are expected to register during the pre-registration period to benefit from any discounts. Reimbursement for NJLA and ALA conferences will be, for professional staff (except trainees), at the pre-registration member rate.

7.2. Out of state travel.

7.2.1. Lodging and Food. The total reimbursement for lodging and food will not exceed the total Federal per diem allowance for that location. Charges for Room Service, liquor, and personal telephone calls are not reimbursable. When possible, staff members should share accommodations. Should a spouse or guest accompany them, reimbursement will be at no more than the rate for a single room.

7.2.2. Transportation connected to attendance at the conference including air fare (Coach or Economy), airport parking, airport transportation, car rental, conference parking, etc. will be reimbursed. Arrangements should be made for the most economical transportation choices within the limits of safety and convenience.

7.3. In-state travel.

7.3.1. Mileage and parking fees.

7.3.2. Professional-association type meals and food in excess of normal expenditures if such cost is unavoidable.

7.3.3. Lodging only if specifically approved because of reasons of scheduling or safety.

7.3.4. Charges for Room Service, liquor, and personal telephone calls are not reimbursable.

8. Amount of reimbursement

8.1. When conference attendance is approved, the approved form will state either the percentage of appropriate expenses being reimbursed or the maximum reimbursement.