

Policy on Board Member Reimbursement Attendance at Library Conferences, Workshops and Meetings

Continuing education for Board members is important to help trustees continue to do a good job as Board members, to understand the changing world of librarianship, and to be able to recognize the needs and demands of the changing communities served by the Cooperative.

Attending workshops, meetings or conferences sponsored by the Cooperative, the Library of Michigan, the Michigan Library Association, or the American Library Trustee Association is one way for Board members to broaden their base of knowledge. The Cooperative's budget should cover expenses incurred by Board members for continuing education within the following guidelines:

In-state continuing education opportunities: All expenses, including registration fees, mileage, and lodging will be reimbursed in an amount not to exceed \$60 per diem. Receipts will be required for reimbursement requests.

Out of state continuing education opportunities: Requests to attend a conference, meeting or workshop out of state shall be granted by a formal resolution of the Board on a case by case basis.

A brief written report highlighting the value of this continuing education opportunity, made possible with the support of these public funds, shall be presented to the Board at the earliest Board meeting following the member's return.

Adopted: April, 1995