

4.15 ATTENDANCE AT PROFESSIONAL MEETINGS

1. Staff members wishing to attend meetings, conferences and workshops sponsored by professional library or library-related organizations may be receive pay for that time providing they are within scheduling and budget limitations, subject to advance approval.
2. Full-time professional staff is eligible to participate in out-of-town conferences.
 - a. Requests should be made during the budget process.
 - b. Staff attendance will rotate.
 - c. Major consideration will be given to seniority.
 - d. Special consideration will be given to staff invited to speak.
 - e. Paid time may be approved by those staff who wish to attend an out-of-town conference in years when they are not eligible for full conference reimbursement.
3. Expenses and mileage will be paid for such attendance, in the sole discretion of and in such amounts as are determined by the Director according to guidelines in policy 4.16 Travel Expenses. Staff members attending meetings and workshops of organizations of which they are not members will be reimbursed at the membership rate only.
4. For attendance at the annual ALA, PLA and ILA conferences, priority in the assignment of funds will go to the Director, upper management and staff at large. The staff at large will be selected by or approved by the Library Director as a professional incentive for employee development.
5. When Library District staff are expressly requested and/or required in writing by official action of the Board of Trustees to become a member of a district, state or national library organization or serve on a special committee or perform a particular function for said organization, or when they are requested or required by official action of the Board of Trustees to represent the Library District in an official capacity, they shall be reimbursed for travel and miscellaneous expenses according to Library District policy.
6. When Library District staff is invited to serve on a committee which requires attendance at ALA or ILA conferences, they should be aware that the commitment is a personal one, and the Library may or may not approve a conference travel request.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
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