

## **Personnel Policy**

### **STAFF DEVELOPMENT AND CONFERENCE**

The Director and fulltime professional employees are expected to keep informed of developments in libraries, the profession, and the field of information science. All full-time and/or professional employees are encouraged to take advantage of approved, job-related seminars, workshops, and courses offered through libraries and other institutions. Employees who attend continuing educational opportunities paid for in full or in part by library funds may be required to file written reports which will be shared with the Executive Director and library community as appropriate.

The Board of Trustees may authorize by prior resolution the attendance at job related seminars, workshops and courses directly pertinent to professional development of the employee in the field of library and information science. In each case, upon the written recommendation of the Executive Director, the Board will be authorized to allow professional staff to attend such programs at the expense of the Library, including but not limited to tuition and reasonable reimbursement of travel and necessary expenses. The Director shall be permitted and encouraged to attend a reasonable representation of such programs or workshops and shall not be required to obtain the prior, written approval of the Board unless such a program shall require an amount exceeding budgeted travel and conference expense.

**Approved: 3-30-2017**  
**Reviewed: 10-12-2022**