
SUBJECT: BOARD EXPENSES**I. PURPOSE**

To identify those circumstances where it is appropriate to pay for or reimburse Board members for the cost of participating in events that support the Library.

II. SCOPE

Provisions will be identified for Board members based on the nature of the events, and will include meals, lodging and transportation where appropriate.

III. PROVISIONS

A. Training and Development – The Library will provide for the training and development of Library Trustees through:

1. presentations and workshops on specific topics either on or off site;
2. participation in library conferences and legislative field trips.

B. Community or special events – The Library will provide for Trustee attendance at such functions that directly support:

1. the value of the Library in the community;
2. the Library's operations, as in volunteer recognition;
3. staff recognition events.

C. Trustees will be responsible for any spouse or guest expenses associated with any library-related functions.

D. All direct expenditures must be approved in advance by the Board president. The Policy II. Travel - Section – Training & Development of Human Resources Policy Manual that governs limits for meal allowances, hotel expenses, and transportation for staff will also apply to Board travel.