

## **Edith B. Ford Memorial Library**

### **CONTINUING EDUCATION POLICY**

The Edith B. Ford Library Board of Trustees encourages all members of the library staff to continually educate themselves in their job duties as a regular part of their job description. The Library Board requires its staff to attend relevant committee meetings and continuing education functions conducted by the Finger Lakes Library System.

The Board encourages staff to attend workshops and conferences conducted by presenters of interest and which are relevant to their job description.

The Board agrees to reimburse staff members for conference and program registration costs, fees, meals, travel, and lodging within limits of the constraints of the budget and with prior approval of the Board. Payment for expenses not pre-paid can be made upon presentation of paid receipts. Auto costs for use of personal cars will be reimbursed at the current IRS travel rate per mile.

The Board recognizes that attendance time and travel time maybe counted as work time with the understanding that the Board will reimburse the staff member so that there is no salary loss.

Time should be allotted at Board meetings for reports from staff of information obtained at workshops and conferences. Library staff is expected to share such information with other staff.

The Board of Trustees also encourages its own members to continually educate themselves on the responsibilities and duties of library trustees. Trustees are encouraged to do this at their own costs as part of their volunteer status.

Approved by the Board of Trustees on April 21, 2011

NOTE: This Policy will be incorporated into the Personnel Handbook of 2011.