

Adopted: January 6, 2022  
Revised: January 10, 2022  
Effective: February 2, 2023

# Armoral Tuttle Public Library

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## National Conference Attendance Policy

National conferences provide outstanding benefits via workshops that enhance the work of library employees, the Board of Trustees, and the Library Director. All expenses for conferences are paid, including airfare and/or mileage, meals, hotel accommodations, and registration fees. Travel time and conference workshops will be considered regular working time.

Each year (One) of the following are allowed to attend a conference:

- Library Director
- Assistant Library Director
- Board of Trustee member

The Library may alternate attendance at conferences by taking into consideration the conference workshops and current training needs. ARSL(Association of Small and Rural Libraries) and PLA(Public Library Association) are the preferred conferences, but the Director may choose to send employees to specialized conferences such as those for technology, youth services, marketing, etc.

Eligibility Determinations:

1. A decision or lottery will be performed at the October Annual meeting as to who will attend the next year's event.
2. Employees are eligible but must use the adjusted hours within our annual working hours.
3. Trustees are eligible after attending 6 meetings.
4. Employees must have acceptable performance evaluations and no negative written informal evaluations over a two-year period. Trustees must have an effective attendance record.
5. Employees must be in good standing with regard to time sheets. Excessive tardiness and absences will exclude an employee from attending.
6. No employee or trustee will be mandated to attend a conference.
7. All eligible employees and trustees are encouraged to attend.