Staff Development Policy

General
Staff members are encouraged, for the benefit of the library and for their own development, to participate in professional activities which enhance their knowledge and performance. Additionally, staff meetings and educational training days will be provided so that staff will understand the policies and programs of the library and its affiliates, and improve library services.

“Staff Development” is defined as:
- Library, Consortium and professional association meetings, including committee meetings.
- Informal meetings to gather information on topics or programs which will directly impact the operation of the library; which the subject matter relates directly to the employee’s position or provides beneficial information to enhance departmental operations.
- Professional memberships that include either publications or discounts on conference registration, such as MLA, NELA, ALA.
- Training related to staff responsibilities.

Staff Meetings and Educational Training Days
The purpose of staff meetings and educational training days is to present and explain matters of policy; to keep current on library operations; to examine professional issues; to share new trends and techniques; and to promote progress in the library profession.

- At least two staff meetings of the full staff will be scheduled annually.
- Department head meetings will be scheduled at least quarterly for the purpose of training and sharing information to ensure that the library works as a complete unit.
- Special subcommittee meetings will be held as needed.
- An educational training day for all staff, organized around current library needs will be scheduled annually.
- All employees of the library are members of the staff and are expected to attend staff meetings and training days.
- Such a staff meeting called by the Director is an assignment and is governed by the same rules of promptness and attendance as a regular schedule.
- The staff is urged to suggest agenda items and to participate in any discussion.

Professional Organization Membership
Funding for membership to one professional library organization for Department Heads and professional staff holding an MLS degree will be provided with the approval of the Library Director. The Assistant Director will be funded for memberships in two professional organizations. The Library Director may enroll in all related professional library organizations for the benefit of the library.
Conferences
With approval of the Library Director, staff may attend one state or regional conference annually if the subject matter relates directly to the employee’s position or provides beneficial information to enhance departmental operations.

Requests to attend annual meetings of the national organizations must be submitted to the Library Director. With the approval of the Library Director and the Board of Trustees, professional staff may be given “in kind” hours for conference sessions at one national conference per year.

Reimbursement
Reimbursement shall be made in accordance with the Town’s Personnel Rules and Regulations, Section 5.8. The Board of Trustees may adjust this amount in the event of a Library budget decrease.

When two or more staff members attend the same event by personal automobile, it is expected that they carpool unless a justifiable reason prevents it. When two or more staff members travel together, only the owner of the car used will be reimbursed for the mileage allowance.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.
Reviewed December 12, 2019