

POLICY: BOARD EXPENSES**SECTION: I - Toronto Public Library Board****MOTION#/DATE: 98 - 61 - March 30, 1998**

1. Budget

The Board will annually approve a budget for Board Expenses including:

- \$ meeting expenses
- \$ memberships in library associations
- \$ attendance at conferences, seminars and workshops
- \$ participation on committees and executives of related organizations such as library associations
- \$ recognition and special events

2. Library Board meetings and events

- .1 The Board will pay the following expenses incurred by Members in attending Library Board meetings and events:
 - \$ travel to and from the meeting or event
 - \$ parking
 - \$ meals, if travel or the meeting or event occurs during a normal meal period, and a meal is not provided
- .2 The Chair will review Members' requests for reimbursement of expenses for attending other local meetings and events on a case-by-case basis.

3. Memberships

- .1 The Board will pay for membership in the following library associations for all Members:
 - \$ Ontario Library Association
 - \$ Canadian Library Trustees' Association
 - \$ American Library Association
- .2 The Board will pay for voting membership in the Canadian Library Association on request for any Member who serves on any committee or executive of the Association.
- .3 The Board will review Members' requests for reimbursement of other memberships on a case-by-case basis.

4. Development

- .1 Conferences, seminars and workshops are important to Board development, information-sharing and networking.
- .2 The Board will allocate funds annually for development.
- .3 The Chair approves all attendance within the approved budget and reports to the Board on approvals.
- .4 Members report to the Board on conferences and workshops attended.

5. Participation on committees and executives of external organizations

- .1 The Board encourages Members to contribute to, and provide leadership to, the library community by participating in library associations and other library-related committees and executives.
- .2 The external organization is expected to reimburse members of its committees and workshops. If TPL is expected to reimburse some of these expenses, then the Member must apply for approval to the Board before incurring any expense.
- .3 Reimbursement of expenses is on the same basis for conferences, and must not exceed the budgeted amount.

6. Trustee recognition and special events

- .1 The Board recognizes and appreciates the Members' contributions to the Toronto Public Library.
- .2 Funds will be included in the budget for Member recognition and special events.

7. Reimbursement of expenses

- .1 Expenses will be reimbursed at rates approved by the City.
- .2 The Chair approves payment of the other Members' expenses.
- .3 The Vice-Chair approves payment of the Chair's expenses.
- .4 Amounts in excess of approved rates or the annual budget must be approved by the Board.
- .5 Expense claims should be submitted monthly and include all necessary receipts.
- .6 For conferences, the Chair may authorize an advance not exceeding 75% of the estimated cost.