



Title: Commissioner Reimbursement

Policy#:

Effective Date: July 1, 2019

I. **Background:**

The Joint Powers Agreement effective August 1, 2014 states in Section VI, Article D: "Commissioners shall serve without compensation, but may be paid actual expenses incurred in the performance of their duties." Commissioners are required to attend meetings related to Library and Commission business. Depending on where a Commissioner resides, and the number of meetings required, expenses related to these meetings may become burdensome. In addition, it is important that Commissioners engage in professional development to expand their knowledge and awareness of the Library world. This policy is to provide compensation for expenses incurred and establish boundaries for Commissioner reimbursement.

II. **Policy:**

Commissioners shall be eligible for reimbursement of expenses for (a) Commission related meeting expenses and (b) professional development expenses.

The annual amount for professional development is \$2,000 per Commissioner and \$2,500 for the Chair of the Commission. Professional development expenses up to \$500 do not require pre-approval. Individual expenses exceeding \$500 must be pre-approved by the Finance Committee at a regular monthly meeting. The Chair of the Finance Committee shall notify the Commissioner whether approval has been granted.

III. **Definitions:**

A. **Meeting Expenses:**

1. Meetings include: Commission meetings, Commission Committee meetings, Library Advisory Board meetings, and other meetings related to Commission work.
2. Meeting Expenses include: cost of travel to and from location of meeting and incidental costs, i.e. meals, registrations, etc.

3. Travel expenses include: mileage for personal vehicle at the IRS approved rate for that year/current rate for all SCL employees; parking, public transit expenses, and rideshare/taxi services.

B. Professional Development Expenses:

1. Fees for professional organization membership
2. Expenses for attendance at Library related conferences, seminars, or classes, including registration/entry fees, meals, lodging and travel expenses
3. Professional materials such as online courses, books, etc.

IV. Required Training:

Completion of all approved trainings (ethics, harassment and other trainings as mandated) is required prior to any reimbursement.

V. Requests for Reimbursement

Requests for reimbursement of expenses shall be submitted per the Reimbursement Standard Operating Procedure for signing (approval) by either the Chair of the Finance Committee or the Chief Operating Officer (CFO).

VI. Revision History:

Policy Number	Effective Date	Significant Changes	Approved By	Previous Policy Number and Date
Drafted	11/20/18		Finance Committee	
Revised	1/31/19		Finance Committee	
Revised	6/24/19	Format	Finance Committee	
Revised	6/25/19	Minor changes	Finance Committee	
Revised	7/1/19	Established	Commission	