

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 806**

#### **Subject: Library Board Expenses**

1. Expenses of board members may include telephone, mileage, supplies, printing, and any other board-related expenses, as per present policies.
2. Attendance at conferences, workshops, or meetings outside of the Superiorland Library Cooperative area must be approved in advance by a motion of the Library Board.
3. Board members will be paid a per diem for attending all board meetings at a rate to be established by the Crawford County Board of Commissioners, the body authorized by Michigan law to appoint County Library Board Trustees. A signed and dated proof of attendance at meeting must be on file before per diem can be paid.
4. Procedure: Complete expense form, available at Crawford County Library. Submit, along with an itemized bill or receipt, to the director, no longer than three months from the time the expense is incurred. The board will review and approve expenses at each regular meeting.

**ADOPTED:** December 12, 2000

**REVIEWED:** August 14, 2003, July 10, 2008, September 14, 2017

**AMENDED:** July 10, 2008