

ACTION

AGENDA ITEM: Library of California Travel/Training Policy and 2002 Meeting Schedule and Locations

ISSUES TO COME BEFORE THE BOARD AT THIS MEETING:

1. Consider revised Library of California Board travel and training policy/guidelines.
2. Consider meeting schedule and locations for 2002 Library of California Board meetings (no action required).

<p><u>RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:</u> I move that the Library of California Board adopt the LoC Board Travel and Training Policy/Guidelines as revised August 16, 2001.</p>

Proposed 2002 Board Meeting Schedule		
<u>Date</u>	<u>Proposed Location</u>	<u>Activities</u>
February 20-22, 2002	Sacramento	LCB Planning Session Regular Business LSTA Advisory Council
May 29-30, 2002	Sacramento	Regular Business Budget Considerations
August 14-15, 2002	Southern California location (near airport)	Regular Business Annual Budget Meeting
November 14-15, 2002	Sacramento	Regular Business Election of Board Officers for year 2003 CLA Conference CLSA 25 Year Celebration

Proposed 2003 Board Meeting Schedule		
<u>Date</u>	<u>Proposed Location</u>	<u>Activities</u>
February 19-21, 2003	Sacramento	Planning Session Regular Business LSTA Advisory Council
May 28-29, 2003	Sacramento	Regular Business
August 13-14, 2003	Sacramento	Regular Business Annual Budget Meeting
November, 2003	In conjunction with CLA conference	Regular Business Election of Board Officers for year 2003 CLA Conference

ISSUE 1: Consider revised LoC Board travel and training policy/guidelines

BACKGROUND:

At its February 2001 meeting, the Library of California Board (LoC) adopted a travel and training policy for Board members to use when traveling on official business as a member or officer of the LoC Board. The Department of Personnel Administration (DPA) has put in place a 50 mile policy that requires all State of California employees, including appointed Boards, when traveling on official State business, to be reimbursed for expenses only if the location is more than 50 miles from the employee's headquarters. In the case of LoC Board members, the headquarters is considered the Board member's residence. Currently all Board members are 50 miles or more from the State Library headquartered in Sacramento and will continue to be reimbursed to attend Board meetings or any other official business conducted in Sacramento.

Travel claims are being carefully reviewed by the State Library fiscal office, the Department of General Services, and in some instances, the Department of Finance. Board members need to make sure the distance from their residence to a meeting location is at least 50 miles when attending any event on LoC business if expenses are being claimed for reimbursement, especially for Board members in the Los Angeles area.

If a meeting site is less than 50 miles, Board members may request a waiver of this "50 mile" policy. The request must be provided in writing to the Board President for his approval, and then to the Director of the Library of California, in advance of the event. If

prior approval has not been obtained, reimbursement for expenses while attending the event may be jeopardized. Exhibit A contains the revised travel and training policy. The added language is printed in blue.

Recommendation:

Staff recommends that the Board adopt the revised *LoC Board Travel and Training Policy/Guidelines*, including Attachment A.

ISSUE 2: Library of California Board meeting schedule and locations for 2002

BACKGROUND:

In June 2001, the Library of California Board adopted a schedule to reduce the number of LoC Board meetings from five to four meetings per year. Staff is recommending that the four meetings be held in February, May, August and November.

Recommendation:

Staff recommends that the Board consider holding the majority of its meetings in Sacramento, and that those meetings be scheduled for two days unless an additional planning session, requiring a third day, is included as part of the Board agenda. This would have the following benefits.

- Additional meetings in Sacramento would improve Board access to the legislature and state government.
- Meetings in Sacramento cost less because the State Library owns its own sound and audio-visual equipment, has access to inexpensive facilities, does not have to compensate staff for travel and expenses, and has to spend far less time on logistical planning.
- Travel connections are better and travel costs are lower when compared to such sites as Santa Barbara, Redding, or Fresno. This is true not only for the Board but also for the Regional Library Network representatives and others concerned with attending Board meetings.
- More Board meetings in Sacramento improve the efficiency of staff, who would not need to travel the day before meetings and can conduct some additional business during meeting days, as appropriate.

The following table contains the cost of holding 2-day Library of California Board meetings in- and out-of-Sacramento:

Meeting Date & Location	Board Travel	Staff Travel	Meeting Room & Sound Equip.	Total
April 2000 Sacramento 2-day meeting	\$5,997 11 members present	0	0	\$5,997
June 2000 Santa Barbara 2-day meeting	\$5,147 9 members present	\$7,953	\$2,724	\$15,824
November 2000 Santa Clara 2-day meeting	\$3,191 10 members present	\$5,304	\$2,303	\$10,798
April 2001 Sacramento 2-day meeting	\$4,749* 7 members	0	\$680	\$5,429

**Board travel for April 2001 includes an extra night lodging for CLA Legislative Day for six members, plus \$25-\$30 CLA registration fee for five members.*

In the past the Spring meeting was held in conjunction with the California Library Association (CLA) Legislative Day activities in order for Board members to participate in legislative activities prior to meeting as the LoC Board. Staff is recommending that the Board *not* hold its Spring 2002 meeting in conjunction with CLA Legislative Day, but to schedule a May meeting late in the month after the Governor's revised budget is released in the May Revise. Board members will still be encouraged to participate in CLA Legislative Day activities and will be reimbursed for their travel while advocating on behalf of the Library of California.

Although not specified in LoC Regulations, the California Library Services Act, Section 20118, states that the last Board meeting of the year shall be held in conjunction with the CLA annual conference. The Board has continued this policy as they meet as the Library of California Board. The CLA conference is being held in Sacramento in 2002. It is therefore recommended that the Board hold its August 2002 meeting in a location other than Sacramento. Staff is proposing a Southern California location for August 2002 that is near an airport. Exhibit B displays a list of Board meeting sites to date.

Also included is a proposed meeting calendar for 2003 for the Board's review.

The following is a list of upcoming library-related events and dates worth noting:

AASL (American Assoc. of School Librarians) National Conference, November 14-18, 2001 (Indianapolis)
ALA (American Library Association) Midwinter Meeting, January 18-23, 2002 (New Orleans)
PLA (Public Library Assoc.) National Conference, March 12-16, 2002 (Phoenix)
CLA (California Library Assoc.) Legislative Day, late April 2002 (Sacramento)
Federal Legislative Day, early May 2002 (Washington DC)
SLA (Special Libraries Association) Annual Conference, June 8-13, 2002 (Los Angeles)
ALA Annual Conference, June 13-19, 2002 (Atlanta)
IFLA (International Federation of Library Associations) Annual Conference, August 18-24, 2002 (Glasgow, Scotland)
CSLA (California Schools Library Association, October 22-26, 2002 (Kansas City)
CLA Annual Conference, November 15-18, 2002 (Sacramento)
ALA (American Library Association) Midwinter Meeting, January 24-29, 2003 (Philadelphia)
ACRL (Assoc. of College Research Libraries) National Conference, April 20-13, 2003 (Charlotte, North Carolina)

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