

METROPOLITAN LIBRARY SYSTEM

TO: All Library Staff Via Library Supervisors DATE: February 19, 1981  
FROM: *LBB* Lee B. Brawner, Executive Director  
SUBJECT: Library Staff Attendance At Meetings of the Metropolitan Library Commission and Its Committees

The administration understands the interest of the staff in Library Commission matters but attendance at meetings of the Commission and its Committees must take second priority to regular library duties. The following guidelines must be observed in this regard.

Library staff may attend meetings of the Library Commission or its Committees on library time in the following circumstances:

1. If a general invitation to library staff is extended by the Executive Director, or
2. If specific individuals are invited to attend by the Executive Director, (e.g., the current, elected President and/or Vice-President of the Library's Staff Association).
3. Other staff may attend one Commission meeting during the library's fiscal year on library time with the approval of their immediate supervisor.

Other attendance by library staff members at Commission meetings during their regularly assigned working hours must be on their Annual Vacation Leave as per library policy.

The administration regularly provides all library agencies with copies of the agendas in advance of Commission meetings and with copies of the Commission meeting minutes. Library staff are invited to transmit information regarding Library Commission agenda items, and other matters of concern, to the administration or the Commission via the Staff Association or through direct personal communication if desired.

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cc: Metropolitan Library Commission