

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 1050***

#### ***Board Correspondence***

Adopted: October 10, 2006

Reviewed/Revised: September 20, 2011; September 17, 2013\*; September 16, 2014;  
July 21, 2015\*\*; April 19, 2016

\*Policy not reviewed by Board; "Director" was changed to "Executive Director."

\*\*Name of Policy changed from *Correspondence from the Board*

#### **ARTICLE 1. CORRESPONDENCE TO THE BOARD**

Correspondence to the Board of Trustees of the Warren-Newport Public Library District (WNPLD), whether addressed to the entire Board or a single trustee, is presumed to be Board business. When such correspondence is received by WNPLD staff, the Executive Director or his or her designee will scan the envelope and send a copy of the envelope with the date the correspondence was received to each trustee. It is the responsibility of the addressee to pick up the correspondence within three (3) days. The addressee shall inform the Board of the nature of the correspondence no later than the next regularly scheduled Board meeting.

#### **ARTICLE 2. CORRESPONDENCE FROM THE BOARD**

When it is legally required, the Board will issue reports over the Secretary's or the Treasurer's name. Other correspondence from the Board will be over the President's name unless the Board has authorized another trustee to sign the correspondence. Whenever any trustee writes correspondence on behalf of the Board, the trustee shall provide a copy of the correspondence to all other Board members and the Executive Director no later than the next regularly scheduled Board meeting.

All correspondence from the Board will be on WNPLD letterhead and may be prepared by the office of the Executive Director. WNPLD letterhead will be used only for official WNPLD business.

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