

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; October 15, 2019

*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. 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 shall be used only for official WNPLD business.
