



Board of Trustees Email Communication Policy

Adopted: 7/3/2019

It is the goal of the Board of Trustees of the Walworth-Seely Public Library to keep all Board Members as well as the Library Director, informed about matters related to the work of the Library Board. However, the Board must be mindful of the requirements imposed by the Open Meetings Act, particularly as they apply to communications among Board Members outside of normal library meetings.

1. Board Members shall establish an email account (WSPLtrustee (last name)@gmail.com) for correspondence related to Library matters and refrain from use of their own private and/or personal email accounts for any library-related business.
2. Generally, Library Trustees shall not use email to conduct library business. Email communication between the Board Members is permitted on a limited basis for non-substantive matters including but not limited to:
 - Agenda item suggestions
 - Reminders regarding meeting or committee meeting times, dates, places
 - Responses to questions posed by the community or Library Administration
 - Items of passing interest provided that no response is requested or required. Such email should clearly state that no response should be made.
3. Email sent between and among Trustees regarding such non-substantive matters shall be copied to the Library Director.
4. The Library Administration may provide information relating to library business to Board Members using email. Any response from Board Members regarding these communications must be sent only to the Library Administration (no “reply to all” responses).
5. Emails from the public directed to the Library Board will be copied to all Trustees and the Library Director. When emails from the public require a Board response, the president or their designee will respond and will copy the other Trustees and the Library Director.