

E-MAIL COMMUNICATIONS

E-mail shall not be used to discuss or transmit messages discussing business by and among a majority of a quorum of Library Trustees. (Note: A majority of a quorum of the Library Board is 3 members.)

Because of the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, use of e-mail should be avoided whenever the subject of the e-mail is a sensitive or confidential matter. When communicating via e-mail, the use of “reply to all” responses, “forward” or “cc” of a response must not be used so as to avoid such communication constituting a gathering of a majority of a quorum (or more) of the Library Board.

E-mail may be used for routine communications between Trustees and Library staff. Examples of this type of communication include:

- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda materials in advance of a meeting
- Transmittal of other documents for personal review or editing.
- Dissemination of information

All e-mail that constitutes a public record must be maintained in accordance with the Local Records Act.