

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Response to Correspondence to the Board

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Number 8013

Page 1 of 1

Date approved: 3/18/10

Date Reviewed: 4/5/11;

8/5/21;11/06/25

Revised 3/19/26

#### ***Purpose***

To acknowledge receipt of letters, e-mails, and other written correspondence received by the board and its members.

#### ***Scope***

This procedure applies to letters and e-mails received by members of the Cromaine District Library Board as a trustee and by the board as a whole.

***Correspondence to the Library Board as a whole*** – When a communication is received by one member of the Board or by the Library Director on behalf of the board regarding the responsibilities or performance of the Board, the correspondence will be provided to the Board Secretary for acknowledgement of receipt and to the Library Director for response as warranted. Both the correspondence and the response will then be forwarded electronically to the full board for review.