

Title:	Board Contact Policy	Policy Number: 100-07
Policy Type:	Governance	
Approval By:		
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PURPOSE:

This policy establishes proper procedure for contacting the Sault Ste. Marie Public Library Board.

SCOPE:

This document relates to the method in which the public may contact the Library Board.

DEFINITIONS:

Electronic Communications – email, social media posts and other methods of sending messages electronically

Written Correspondence – letters, faxes and any forms of communication which may be delivered to the Administration Office

POLICY STATEMENT:

The Board recognizes the value of communications with the public and outside agencies. It is the Board's policy to provide a method for open communication while protecting the personal information of its members.

BOARD PERSONAL CONTACT INFORMATION:

Board member's personal information, including telephone numbers, addresses, emails, and other electronic means, will not be made available to the public.

BOARD CORRESPONDENCE:

Incoming Board correspondence shall be filtered through the Administration Office and be distributed to Board members by the CEO or designate.

Electronic correspondence via the Board's email shall be made available to the Board Chair, Vice Chair, and CEO.

Correspondence will be included in Board Packages and be recorded for public record, with the exception of any correspondence regarding an identifiable person. Correspondence regarding identifiable individuals will be included in Closed Sessions.

EXCLUSION OF CORRESPONDENCE:

The CEO will not unreasonably withhold correspondence from the Board. The CEO, in conference with the Board Chair, may exclude and disregard any correspondence that is defamatory, obscene and/or promotes criminal activity. Further, any correspondence to the Board unrelated to Library service and Library governance will be disregarded.

POSTING CONTACT INFORMATION:

An email address shall be posted on the Library's website for those wishing to contact the Library Board by electronic means. Written correspondence can be mailed to the Administration Office, the details of which will also be posted to the Library's website.

RELATED POLICIES:

100-05 Delegations and Public Participation Policy