

ATTACHMENT G

E-MAIL COMMUNICATIONS AMONG LIBRARY TRUSTEES

E-mail shall not be used to discuss or transmit messages pertaining to library business 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 altogether whenever the subject is a sensitive or confidential matter. When communicating via e-mail, “reply to all”, “forward” or “cc” responses must be avoided since such communication would constitute a gathering of a majority of a quorum (or more) of the Library Board, in violation of the Illinois Open Meetings Act.

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

The Library will maintain an email account for the Library Board as a group to facilitate communications from the public. Library staff will monitor this account and ensure that messages receive an appropriate response.

All e-mail that constitutes a public record must be maintained in accordance with the Local Records Act and must therefore go through official Library email accounts, which are archived as specified under the law.