



## Library Board of Trustees Mail Handling

### Purpose

To establish a clear and equitable procedure for receiving, handling, and notifying Library Board of Trustees members of mail addressed to them at the Library, while ensuring transparency, security, and accessibility in all communications.

### Policy Overview

The Library will provide a dedicated mailbox or other secure location within the Library for Trustees' mail. All mail received for the Board of Trustees will be processed by the Library Director or a designated staff member to ensure timely, confidential, and secure delivery.

The Library is committed to maintaining respectful and equitable communication practices for all Trustees and staff members involved in the mail handling process.

### Procedures

#### 1. Mail Receipt

- All mail addressed to the Library Board of Trustees will be delivered to the Library Director (or a designated staff member).
- The Library Director will ensure that all mail is handled securely, confidentially, and promptly.

#### 2. Review and Logging

- The Library Director will review mail to determine whether it is addressed to individual Trustees or the Board as a whole.
- Mail addressed to the full Board will be forwarded to the Board President, who will determine if it should be presented at an upcoming Board meeting.
- A mail log will be maintained, including: date received, sender (if identifiable), and intended recipient(s).

#### 3. Mail Opening Policy

The Library will not open mail addressed to individual Trustees unless one of the following circumstances applies:

- **Misaddressed:** The mail is incorrectly addressed or the addressee is no longer serving as a Trustee. The Library Director may open the mail to determine proper handling.
- **Safety Concerns:** If the mail appears suspicious, potentially hazardous, or unsafe, authorized personnel may open it to ensure the safety of all Library users, staff, and Trustees. The Library Director will notify the U.S. Postal Inspection Service and follow safety protocols.



- **Operational Necessity:** If the contents are time-sensitive or critical to Library operations, and reasonable attempts to reach the recipient have been unsuccessful, the Library Director may open the mail to address the issue.
  - If the mail is clearly an invoice (e.g., ILA Membership renewal), it may be opened and processed to ensure timely payment.

If mail remains uncollected within **14 days** of notification, the Library Director will send a reminder email to the Trustee.

#### **4. Storage and Access**

- A secure mailbox will be located in the downstairs staff office for Trustees' mail.
- Only the Library Director (or designee) will have access to incoming mail until it is placed in the designated mailbox.

#### **5. Trustee Notification**

- The Library Director will send an email within 48 hours of receiving mail addressed to a Trustee or Trustees, notifying them of the delivery.
- The notification will include basic details such as the date of receipt and any relevant information.
- If mail is not collected before the next scheduled Board meeting, it will be handed out at the next scheduled Board meeting.

#### **6. Mail Pick-Up**

- Trustees are responsible for checking their email notifications and retrieving their mail during regular Library hours.
- Trustees will sign a brief log upon picking up mail to confirm receipt.

#### **Accessibility and Confidentiality Statement**

The Library is committed to ensuring that all Trustees can access their communications in a manner that accommodates individual needs. Trustees requiring accommodations related to mail handling or notification should contact the Library Director to make appropriate arrangements.