



LINDA SOKOL FRANCIS  
**BROOKFIELD LIBRARY**  
INFORM • INSPIRE • INNOVATE

## **Correspondence from the Board**

Adopted: 8/27/2003

Reviewed and Approved: 10/24/2007, 6/28/2017

Correspondence from the Board of Library Trustees will be approved by the board or its president. Except for reports which are legally required to be sent out over the secretary's or treasurer's name, all correspondence from the board will be over the president's name. All correspondence from the board will be written on Linda Sokol Francis Brookfield Library stationery and will be prepared by the office of the library director. Use of the Linda Sokol Francis Brookfield Library letterhead will be limited to official library business only.

No material or information disclosed in executive sessions of the Board of Library Trustees will be released to any unauthorized person.