

Wadleigh Memorial Library Communication with the Board of Library Trustees

Members of the public and patrons of the library are encouraged to communicate concerns, complaints or praise about the library and library staff to the Board of Library Trustees. Initial communication should be in writing, by letter or email and should give an outline of the issue or concern. If someone wishes to address the Board they should request an appointment to do so at the next regularly scheduled Trustees Meeting or at a future date. Appointments should be requested at least one full week in advance of the meeting. Meeting agendas, including schedules of appointments, are made at the discretion of the Chair of the Board of Trustees.

The Board of Trustees will endeavor to address the concerns expressed in a timely manner and will respond in writing if appropriate.

Because the Board of Library Trustees normally meets only once per month and has a full agenda at most meetings the Board will not normally accept comments or statements from persons without appointments. It is at the discretion of the Chair to recognize a visitor for the purpose of addressing the Board. A majority of the Board members present may overrule the Chair if they so desire.

Approved May 18, 2004
Board of Trustees