

**Brookfield Public Library**  
Correspondence from the Board

Adopted: 8/27/2003

Reviewed and Approved: 10/24/2007

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 Brookfield Public Library stationery and will be prepared by the office of the library director. Use of the Brookfield Public 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.