

Policy 2.02 Anonymous Letters to the Board of Trustees

An anonymous letter to the Niles-Maine District Library (NMDL) Board of Trustees is an intentionally unsigned letter, which includes written and electronic communications, has no traceable sender or return address, and requests the attention or addresses the actions of the NMDL Board of Trustees, an individual Trustee, or library administration. The letter may be addressed to members of the NMDL Board of Trustees, the Executive Director, an employee, or a volunteer of the library.

All such anonymous letters will be scanned and emailed by the Executive Director or a Trustee to the NMDL Board of Trustees and the Executive Director. If a letter is threatening in nature, the original copy of the letter will be given to the police, and a copy of the letter will be given to any individual(s) named in the threat. The NMDL Board, Executive Director, and staff will be informed that a threatening letter has been received.

The Executive Director shall maintain an electronic file for anonymous letters. If the letter is a non-threatening complaint or recommendation and concerns a safety issue, the letter will be filed and kept for one year. Anonymous letters of a threatening nature will be kept permanently.

Adopted by the Niles-Maine District Library Board of Trustees 10.16.24