

Trustee Media Contact Policy

The Elting Memorial Library Board of Trustees encourages the media to have access to the Library for the benefit of both the Library and the community. This Media Contact Policy establishes guidelines for both official and unofficial contacts by Trustees with the media.

1. On the Board level, only the Board President and the Chair of the Communications Committee, and any other Trustee designated by the President, may have official contact with the media regarding the Library.
2. All other inquiries from the media about library policies, procedures or issues should be referred to the Board President and the Director.
3. Library Board members are free to express their personal opinions to the media regarding matters of public concern, including about the Library, except regarding confidential information about Library patrons, members or employees. However, Trustees who express their personal opinions to the media must not do so as a representative of the Library and must make clear they are not speaking on behalf of the Library.
4. The Board expects all Trustees to conduct themselves in a manner that is not disparaging or abusive, and not to engage in speculation and gossip. This should not be construed as a limitation on the right of Trustees to express their personal opinions on matters of public concern in a manner consistent with (3) above. However, they should keep in mind that their actions and words will reflect on the Library even though they have made clear that they are not speaking on behalf of the Library.
5. If a Trustee has any contact with the media concerning the Library, he or she must immediately report that contact to the Board President and Director or the Director's designee.

Approved: May 26, 2011