

GUIDELINES RELATED TO USE OF GENERAL LEGAL COUNSEL

1. All Library Trustees and the Library Director are authorized to make direct contact with General Legal Counsel for the purpose of commenting upon, questioning, or seeking advice on Library matters. In certain circumstances with approval of the Board Chairperson, the Director may authorize other staff members to communicate with General Legal Counsel. Counsel may do legal research necessary to advise Trustees and the Library Director; provided that expensive research projects and time-consuming opinions shall require prior Library Board approval.
2. General Legal Counsel will not take action on a matter without prior Library Board approval.
3. Matters brought to General Legal Counsel by individual Trustees or by the Director will be discussed as shared information with other Trustees and/or Administrative Office. There shall not be any confidences with individual Trustees.
4. General Legal Counsel is directed to attend Library Board Meetings as requested.
5. General Legal Counsel may receive meeting agendas, minutes, and the same packet of materials prepared for Library Trustees and distributed prior to Board Meetings. If legal counsel observes any legal matter that may adversely affect the Board or Library System, they are expected to notify the Board.
6. Fill out form listing date, time called, time talked, etc.