

**Elk Rapids District Library
Legal Services Policy**

Two people are authorized to contact the Library attorney, the Library Director and the President of the Board, under the following conditions:

Director

1. The Library Director can contact the Library attorney regarding policies and Freedom of Information Act (FOIA) requests as necessary.
2. If the Director needs to contact the attorney for any other reason s/he must have the approval of three board members, one representing each municipal partner in the Library District.
3. If the Director violates this policy s/he will be subject to disciplinary action as recommended by the Personnel Committee and determined by the board.

President

1. The Board President may contact the attorney about a legal emergency or critical legal issue with the approval of three board members, one representing each municipal partner in the Library District.
2. The President may authorize another board member to contact the attorney about a legal emergency or critical legal issue with the approval of three other board members, one representing each municipal partner in the Library District.
3. If the President violates this policy s/he will be removed as President immediately.