



#### Trustee Access to Personnel Files

No Trustee shall have access to view employee personnel records without the approval of the Board of Trustees. Any Trustee who wishes to review an employee's personnel file shall make the request in open session at a duly organized Library Trustee meeting. A majority vote in the affirmative is required for the Trustee to view the records. The request must be noted on the agenda for that meeting. The agenda shall name the Trustee(s) who are requesting to view the records and the name of the employee(s) whose records are to be viewed.

No records shall be reproduced in any manner and the Trustee(s) must view them in the Director's Office.