

KENNEBUNK FREE LIBRARY  
COMMUNICATION POLICY

The Kennebunk Free Library (KFL) adopts this Communication Policy in recognition of the importance of establishing clear lines of communication during, but not limited to, times of crisis. This Policy applies to all forms of communication regarding official library matters made by Trustees, the Executive Director, and KFL Staff.

The following prescribed lines of communication shall apply in the event of a major incident. The determination of whether an incident is major shall be made by, and at the discretion of, the Executive Director.

- 1) In the event of a major incident, the Executive Director shall contact the President of the Board of Trustees. If the President is not available, the Executive Director shall contact another member of the Executive Committee of the Board of Trustees;
- 2) Only the Executive Director and/or the President of the Board of Trustees shall speak on behalf of the library to the public and/or members of the media regarding official library business; and
- 3) Members of the KFL Staff and Trustees, other than the President, shall not speak on behalf of the library and shall direct all inquiries to the Executive Director and/or President of the Board. If a Trustee or Staff member is uncertain whether an incident is major, they shall use their best judgment and contact the Executive Director for clarification.