

BOARD.5

SAFETY DEPOSIT BOX -- ACCESS POLICY

Keys to the Safety Deposit Box are to be stored in the Library Administrative Office Safe drawer. Two Trustees must be signatories to access the safety deposit box; the signatories should be appointed annually each July and shall perform an annual inventory of the contents of the safety deposit box and report back on same to the Board. The Safety Deposit Box is located at the Santander Bank, Rt. 110, Westford Valley Marketplace.

Voted and approved 4/6/81; Rev. 11/7/89; 9/4/90; 9/9/02; 7/8/19.