

Americans With Disabilities Act Grievance Procedure

With respect to the Americans with Disabilities Act, all complaints regarding access or discrimination shall be submitted in writing to the Library Director for resolution. A decision by the Library Director shall be rendered within ten (10) working days from receipt of the complaint. A record of all complaints and action taken thereon shall be maintained.

An aggrieved party may appeal the Library Director's decision to the Library Board of Trustees by filing a written appeal with the Secretary of the Board. Such appeal must be filed within ten (10) working days of the date of the Library Director's decision.

Upon receipt of such written appeal, the President of the Board shall designate a hearing date within thirty (30) days of the date such appeal is filed. The appeal shall be heard in an open, public meeting. The Board may adjourn the hearing from time to time, call for additional information or take such other action as will permit the Board to reach a decision on the issue presented. Within ten (10) days of the date such hearing is terminated, the Board shall file its decision with the Secretary, and send a copy of the decision to the aggrieved party. The decision of the Library Board shall be final. A record of action taken on the appeal shall be maintained as part of the records or minutes of the Library Board.

Adopted 1/28/92