

## RICE NOTICE

Employee/Prospective Employee  
Address

Dear

Please be advised that pursuant to the requirements of N.J.S.A 10:4-12, you are hereby advised that at the meeting of the Board of Trustees to be held on [Date] at [Time] in [Place], the Board will have a discussion which could affect the terms and conditions of your employment. Specifically, the Board will discuss [state nature of discussion i.e. promotion, termination, discipline, grievance, job application, performance review, leave request, compensation, etc.]

This discussion will take place in closed session unless you deliver a request **in writing** to [Name] , President, [Name of Town] Library Board of Trustees, c/o [Name of Library], Business Office, [Library Address] that you wish such discussion to be held in public session. Such request should be received in no later than 5:00 p.m. on [Date of Meeting]. If the discussion will affect other employees or potential employees, the meeting may be closed to the public unless all such affected persons submit signed requests.

Very truly yours,

Library Director  
or Board President