

WEST CHICAGO PUBLIC LIBRARY DISTRICT

CLOSED SESSION POLICY

All aspects of the Illinois Open Meetings Act (5 ILCS 120/2.06) shall be followed. Minutes, material and discussions of a closed session are confidential until approved for release.

CLOSED MEETING MINUTES PROCEDURE

Procedures governing closed session minutes are:

- The closed session minutes shall be reviewed/approved at the next closed session meeting of the Board of Library Trustees
- The minutes and audio/video recordings of closed sessions shall be kept in the locked Board file at the Library.
- They shall remain confidential until such time as the Board determines that they no longer require confidential treatment and are approved for release by majority vote.
- All closed meetings shall be recorded either by audio or video means.
- Written minutes shall also be kept for all closed meetings.
- Both minutes and recordings shall be reviewed semi-annually.
- Recordings shall be kept at least 18 months after initial recording of the closed meeting.
- Destruction of closed meeting recordings after the 18 month retention period, do not require notification of the State Archivist.
- Closed meeting recordings may only be destroyed after 18 months upon approval of the Board of Library Trustees.
- Once the Board of Library Trustees has approved closed meeting minutes, they may NOT be destroyed. Only the recordings may be destroyed after 18 months.
- Once closed meeting minutes are opened, they become a matter of the public record.
- The Secretary of the Board of Library Trustees shall be responsible for maintaining an accurate record of closed session minutes and corresponding actions taken pertaining to the minutes. This record shall be kept in the locked Board file at the Library.

Policy approved May 21, 1984

Revised August 22, 1988

Revised September 26, 1988

Revision Approved by Board of Library Trustees: June 23, 2008

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