

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### CLOSED SESSION POLICY AND CLOSED MEETING MINUTES PROCEDURES

#### **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 SESSION MEETING MINUTES & REVIEW

#### **Policy Requirements**

- The Board shall endeavor to approve closed session minutes at the next meeting of the Board of Library Trustees and, if accurate, approve the closed session minutes. In compliance with OMA, all closed session minutes shall be approved in open session.
- 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.
- All closed session meetings shall be recorded either by audio or video means and written minutes shall also be kept. The written minutes and audio/video recordings of closed sessions shall be kept in the locked board file and 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.
  - Once closed meeting minutes are released, they become a matter of the public record.
- Both minutes and recordings shall be reviewed semi-annually.
  - Closed meeting recordings shall be kept at least 18 months after initial recording of the closed meeting, but may be destroyed after 18 months upon approval of the Board of Library Trustees.
  - Approved closed meeting minutes shall be retained permanently.

#### **Procedure for the Semi-annual Review of Closed Session Minutes**

1. On a semi-annual basis, the President of the Library Board designates two or more Board members to a Special Committee for the purpose of reviewing closed session meeting minutes.
2. Members of the Special Committee coordinate with the library director to establish a committee meeting time and place to perform the review.
  - 2.1. The Library Director prepares and posts the agenda and notification prior to the meeting.
3. The committee meets at the specified meeting place to conduct the meeting as per standard procedure.
  - 3.1. The Committee enters into closed session for the specific purpose of reviewing closed session minutes as specified in the Illinois Open Meetings Act (5 ILCS 120/2.06).
  - 3.2. At the completion of the review, the committee returns to open session and concludes the meeting after all business is complete.

- 3.3. Meeting minutes are prepared for the meeting and approved as per standard procedure.
4. The Committee reports the findings of the Closed Session Meeting Minutes Review with recommendations to the Board.

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