

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1045

Minutes and Recordings of Executive Sessions

Adopted: March 14, 2006

Reviewed/Revised: December 19, 2011; February 18, 2014; June 17, 2014; April 21, 2015;
May 15, 2018; July 17, 2018; June 16, 2020; April 19, 2022; April 15, 2025

ARTICLE 1. MINUTES OF EXECUTIVE SESSIONS

The Secretary of the Board of Trustees of the Warren-Newport Library District (WNPLD) shall take the minutes of executive sessions. The minutes shall include time, date, and place of the meeting; the names of those in attendance, the names of those absent, and whether the members were physically or electronically present; the purpose or topic of the session; a summary of what was discussed during the session; and a record of any votes taken. If the topic discussed is a valid exception under 5 ILCS 120/2 (c) (11) and a legal action is probable or imminent, the basis for that finding shall be recorded and entered into the minutes of the closed session.

ARTICLE 2. APPROVAL OF EXECUTIVE SESSION MINUTES

Executive session minutes shall be submitted to the Board for approval at the next Regular Meeting. Approval of the executive session minutes will appear in the Consent Agenda with a recommendation as to whether the minutes should be open to the public or should remain closed. Executive session minutes are not included in the Board packet. The Secretary shall distribute the minutes to all Trustees prior to the Regular Board meeting. After the Consent Agenda has been voted upon, the Secretary will collect any physical copies of the executive session minutes, sign one (1) copy for the Executive Session Log, and destroy any remaining copies, thereby ensuring that only one (1) copy of the minutes remains.

ARTICLE 3. RECORDINGS OF EXECUTIVE SESSIONS

The Secretary shall make a verbatim recording of each executive session. No one else shall record any executive session, in full or in part. To ensure that there is only one (1) recording, the Secretary shall transfer the recording to external storage and delete the original from the recorder. The Secretary shall not be held responsible for any technical malfunction of equipment that occurs during or after the session. When extreme circumstances impacting Illinois result in a temporary suspension or modification of Open Meetings Act requirements, a Trustee other than the Secretary may ask to record a session with the provision that it will be destroyed after being used. For example, the President may ask for approval to record an executive session for the annual evaluation of the Executive Director when meetings are being held remotely.

ARTICLE 4. STORAGE, ACCESS, REVIEW, AND DUPLICATION OF MINUTES AND RECORDINGS

Section 4.01 Storage of and Access to Minutes and Recordings

Minutes and recordings of closed executive sessions shall be kept in the locked Board cabinet in the McCullough Board Room. The President and the Secretary of the Board shall have keys to the locked cabinet. After the minutes have been approved by the Board, the Secretary shall file executive session minutes appropriately. The log of executive session dates, recordings, and status of minutes (closed or open) shall be updated with the addition of each executive session's minutes and recording.

Section 4.02 Review of Minutes and Recordings

If any Trustee wishes to review any closed minutes or listen to any closed executive session recording, that Trustee must notify the Secretary, who, as statutory keeper of WNPLD records, will arrange a time with the Trustee for the review to take place. The Secretary shall then submit a Review/Duplication report (Exhibit A) that includes the Trustee requesting the review, the date and time of the review, and the minutes and/or recordings reviewed to the full Board at the next Regular Board meeting.

Section 4.03 Duplication of Minutes and Recordings

If executive session records are requested by the Illinois Attorney General, the Lake County States Attorney, or by court order or subpoena, the Secretary shall duplicate the required minutes and/or recordings. The Secretary shall then submit a Review/Duplication report (Exhibit A) that lists the items duplicated, the date of duplication, and the reason for duplication, including the Open Meetings Act (OMA) Request for Review case number, if applicable, to the full Board at the next Regular Board meeting.

ARTICLE 5. REVIEW OF EXECUTIVE SESSION MINUTES AND RECORDINGS

Illinois Statute requires periodic review of all executive session minutes [5 ILCS 120/2.06(d)] and recordings [5 ILCS 120/2.06(c)] that are closed to the public. Prior to the January and July Board meetings of each year, a committee consisting of the Secretary and the Vice President of the Board shall perform this review to make a recommendation to the Board for the handling of these records. If the Secretary or Vice President is unable to perform the review, other Trustee(s) may volunteer to do so.

Executive session minutes shall be reviewed to determine whether any of the minutes can be opened to the public. Audio recordings of executive sessions shall be reviewed to identify any recordings eligible for destruction. Per statute, any recordings eighteen (18) months past the recording date at the time of the Board's approval are eligible to be destroyed.

ARTICLE 6. MEMORANDUM OF RECOMMENDATION

Recommendations resulting from this review will be placed on the agenda for a vote at the next Board meeting (Exhibit B).

Following the Board's approval of the recommendation, the Secretary shall:

- write the approval date and sign on the top of the recommendation form.
 - make a copy of the recommendation form and file it in the Semi-Annual Reviews section of the Executive Session Binder in the locked Board cabinet.
 - remove the minutes to be opened from the binder. Record the date opened in the Executive Session Log of each set of minutes opened.
 - stamp each set of minutes being opened with the "Opened to the Public" stamp. Sign and add the date of Board approval to open the minutes.
 - delete the recordings to be discarded from the SIM card and flash drive in accordance with statute within thirty (30) days of the Board's approval.
 - in the Executive Session Log, record the Date Opened for any opened minutes and the Audio destroyed date for any recordings that are discarded.
 - give the original recommendation form and any opened minutes to the Executive Assistant who will place them in the Board Archives.
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**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

Review/Duplication of Executive Session Records

The following Executive Session recordings/minutes have been reviewed and/or duplicated.

Review of Executive Session Minutes/Recordings		
Date/Time of Review	Items Reviewed	Trustee

Duplication of Executive Session Minutes/Recordings		
Date of Duplication	Items Duplicated	Reason (Note OMA Review # if applicable)

Secretary

**Warren-Newport Public Library District
Lake County, Illinois
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Review of Executive Session Minutes and Recordings

Memorandum of Recommendation

Illinois Statute requires periodic review of all executive session minutes [5 ILCS 120/2.06(d)] and recordings [5 ILCS 120/2.06(c)] that are closed to the public. Minutes recommended to be opened to the public are listed below. Recordings older than eighteen (18) months to be destroyed in accordance with the law are listed below.

Minutes recommended to be opened to the public:

Recordings older than 18 months to be discarded:

Vice President (Or other Trustee)

Secretary (Or other Trustee)

Date of Approval: