

# Board packet January 16, 2018: Semi-annual review of closed Executive Session minutes

Friday, January 12, 2018  
12:20 PM

<b>Subject</b>	<b>Board packet January 16, 2018: Semi-annual review of closed Executive Session minutes</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Noreen Reese; Gina Ornelas; Amy Blanchard; Sandy Beda; Jan Marsh; Ryan Livergood
<b>Sent</b>	Friday, January 12, 2018 12:15 PM
<b>Attachments</b>	Review of Executive Session Minutes Dec 2017.pdf; Policy 1045 Minutes and Recordings of Executive Sessions.pdf

Good afternoon,

In case you aren't clear about what this agenda item is all about, I am attaching Policy 1045 Minutes and Recordings of Executive Sessions. Article 5 (see below) covers the "Review of Closed Minutes":

*ARTICLE 5. REVIEW OF CLOSED MINUTES Illinois Statute 5 ILCS 120/2.06(d) requires periodic review of all executive session minutes that are closed to the public. Prior to the January and July Board meetings of each year, a committee consisting of the Vice President and the Secretary of the Board shall review the minutes from the locked cabinet to determine whether any of the minutes can be opened to the public. Their recommendations will be placed on the agenda for the next Board meeting (form appended). Minutes which the Board approves making open to the public shall be stamped with the date opened and signed by the Secretary; the minutes will then be filed in the Board Archives in the binder of executive session open minutes. A copy of the recommendation memo will be filed in the log of minutes and recordings in the locked Board cabinet.*

Thanks,  
Ryan

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