

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

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. Copies of executive session minutes are not included in the Board packet; the Secretary shall make one copy of the executive session minutes for each Trustee and distribute the copies at the regular meeting of the Board. After the Consent Agenda has been voted upon, the Secretary will collect all copies of the executive session minutes, sign one copy for the Board Archives, and destroy all remaining copies, thereby ensuring that only one 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 recording, the Secretary shall transfer the recording to CD and delete the original from the recorder.

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. 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.

The President and the Secretary of the Board shall have keys to the locked cabinet. Each time the cabinet is accessed, the Trustee doing so will document that access by recording in the sign-in log his or her name, the date of access, and the purpose of the access and a notation of anything he or she removed from or added to the cabinet.

Section 4.02 Review of Minutes and Recordings

If any Trustee wishes to review any closed minutes or listen to any closed audio 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 (form appended) 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 for 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 (form appended) that lists the items duplicated, the date of duplication, and the reason for duplication, including the OMA Request for Review case number, if applicable, to the full Board at the next regular Board meeting.

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.

ARTICLE 6. DESTRUCTION OF RECORDINGS OF CLOSED SESSIONS

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 verbatim audio recordings of closed sessions to develop a list of recordings that will be more than eighteen (18) months old

as of the date of the next meeting. Approval for the destruction of such recordings shall be on the agenda for the next Board meeting. The Board shall direct the Secretary to destroy any such audio recordings within thirty (30) days of the Board's authorization. Destruction of recordings shall be in accordance with Illinois Statute 5 ILCS 120/2.06(c). The Secretary shall update the log of executive sessions to reflect the destruction of these recordings.

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

**Review of Executive Session Minutes and
Destruction of Executive Session Recordings**

Policy 1045 Minutes and Recordings of Executive Sessions requires that prior to the January and July regular Board meetings, a committee consisting of the Vice President and the Secretary of the Board review the closed session minutes and recordings of executive sessions. Minutes recommended to be open to the public are listed below. Recordings older than eighteen (18) months that should be destroyed in accordance with the law are listed below.

Date of Review:

Minutes recommended to be opened to the public:

Recordings older than 18 months to be discarded:

Vice President

Secretary

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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