

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 1053***

#### ***Recording Board Meetings***

Adopted: May 20, 2014

Reviewed/Revised: June 16, 2015; February 20, 2018

#### **ARTICLE 1. RECORDING BOARD MEETINGS**

Because it is the goal of the Board of Trustees of the Warren-Newport Public Library District (WNPLD) to promote transparency, WNPLD staff shall make a video recording of each regular monthly Board meeting and each special Board meeting. Each recording shall have date and time coding and shall not be edited for content.

#### **ARTICLE 2. POSTING RECORDINGS ON WEBSITE**

The recordings of regular monthly meetings and special meetings, except for any executive (closed) sessions, shall be posted on the WNPLD website within one week following the meeting. Each recording shall remain on the website for one year from the date of posting. These recordings shall be viewable free of charge.

#### **ARTICLE 3. COMMITMENT TO RECORD MEETINGS**

WNPLD will make every effort to record meetings and post those recordings to its website. However, equipment failure or other unforeseen circumstances that may prevent or interrupt recording will not result in the cancellation or postponement of a meeting.

#### **ARTICLE 4. ARCHIVING RECORDINGS**

The Executive Director is responsible for ensuring the safekeeping of each master recording in accordance with all applicable laws. [5 ILCS 120/2.05-2.06]

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