

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; September 15, 2020

ARTICLE 1. RECORDING BOARD MEETINGS

The goal of the Board of Trustees of the Warren-Newport Public Library District (WNPLD) is to promote transparency. WNPLD staff shall make a video recording of each Regular Board Meeting and each Special Board Meeting.

ARTICLE 2. POSTING AND EDITING OF RECORDINGS

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.

Each recording shall have date and time coding. While it is the Board's intent to post recordings in their entirety, it may at its discretion direct the Executive Director to have appropriate staff edit a recording for content involving matters such as safety or potential legal liability.

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]