

# ***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

#### **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.

## **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 in order to make a recommendation to the Board for the handling of these records. In the event that 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:

- file a copy of the Memorandum of Recommendation in the Executive Session Log in the locked Board cabinet.

- update the log of executive sessions to reflect the opening of minutes and the destruction of recordings.
  - open the recommended minutes with date stamp and signature;
  - relocate the opened minutes to the binder of executive session minutes in the Board Archive;
  - destroy the recommended recordings in accordance with statute within thirty (30) days of the Board's approval.
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Lake County, Illinois  
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**Review/Duplication of Executive Session Records**

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

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

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

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Secretary



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

**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.

*Date of Review:*

*Minutes recommended to be opened to the public:*

*Recordings older than 18 months to be discarded:*

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Vice President (or other reviewer)

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Secretary (or other reviewer)