



## Minutes

### 1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:03 a.m.

### 2. Roll call

Upon roll call, Trustees Boland and Snyder were physically present.

### 3. Introduction of visitors

None.

### 4. Closed session for the purpose of the review of closed session minutes in compliance with 5 ILCS 120/2(c)(21).

Committee did not enter closed session, due to absence of visitors.

The Committee confirmed that missing signatures were added to the following closed session minutes, which had already been approved for publication, and forwarded the documents to Library staff for publication on the Library website:

- Regular Board Meeting of August 8, 2018
- Regular Board Meeting of November 14, 2018
- Regular Board Meeting of January 9, 2019
- Regular Board Meeting of April 16, 2019

Missing closed-session minutes were provided for the following:

- Special Board Meeting of September 17, 2019
- Regular Board Meeting of November 19, 2019
- Regular Board Meeting of December 17, 2019

**The Committee recommends** a) approval of the minutes, b) signature forthwith by two Trustees, and c) making available for public inspection after signature, of the following closed session minutes at the next available regular Board meeting:

- Special Board Meeting of September 17, 2019
- Regular Board Meeting of November 19, 2019
- Regular Board Meeting of December 17, 2019

**The Committee recommends** the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

- Regular Board Meeting of February 14, 2018
- Regular Board Meeting of August 8, 2018

**The Committee recommends** that, when a regular Board meeting directly follows another meeting, that the heading for the agenda include the exact date and time of the prior meeting. For example, the agenda for the Board Regular meeting of November 19, 2019 at 7:00 pm did not list the date or time of the meeting, only the words "Immediately following the public hearing"; the date and time of that prior meeting should be stated on the Regular meeting agenda.

#### **5. Other business**

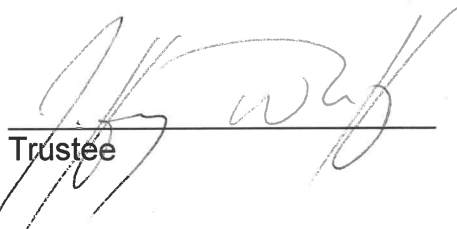
The Committee drafted improvements to internal documents detailing procedures for handling of closed session minutes, open and closed session minutes, and visits to the Library's bank safety deposit box. These drafts will be the subject of future review.

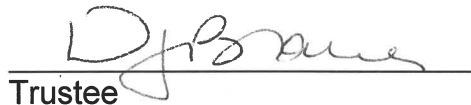
No next meeting date of the Committee to Review Closed Session Minutes was scheduled.

#### **6. Adjournment**

Trustee Boland adjourned the meeting at 10:23 a.m.

Approved on: 3-10-20

  
Trustee

  
Trustee

Prepared by Hal Snyder \_\_\_\_\_