



Board of Library Trustees
Minutes Review Committee
Meeting Room 2, Main Library
700 N. North Court, Palatine, IL
August 6, 2021, 2:00 p.m.

Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 2:08 p.m. Because the Board Room is on the second floor, and the second floor was closed due to renovation, the meeting was moved to Meeting Room 2. Library staff proximate to the stairway were instructed to re-direct members of the public seeking the meeting to Meeting Room 2.

2. Roll call

Upon roll call, Trustees Westhoff, DeRosa, and Boland were physically present.

3. Introduction of visitors

There were no visitors.

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

There being no visitors present, the committee did not go into closed session. The committee reviewed the one set of closed session minutes for Board meetings and for committee meetings held from January 1 through June 30, 2021. The set of minutes from the April 20, 2021 board meeting needs further review to ensure that employee privacy requirements are met.

5. Review of open session minutes

The committee reviewed open session minutes for meetings of the Full Board for the 2020-2021 fiscal year. Findings:

A. Minutes for the closed sessions of the December 15, 2020 board meeting, which had been approved, had not been signed or made public.

The committee reviewed open session minutes for meetings of Committees of the Board for the 2020-2021 fiscal year. Findings:

B. Minutes for the following committee meetings had not been approved and will be provided for the regular Board meeting of 08/17/21:

- i. Finance Committee meeting of 04/30/21
- ii. Finance Committee meeting of 05/07/21

6. Audit of closed session recordings

The committee reviewed lockbox inventory for any closed session audio recordings prior to 02/06/20, since these are 18 months old or older. Additionally, the committee determined which recordings had minutes which have been made public. Findings:

- A. The recording from the 12/17/19 regular board meeting may be destroyed.
- B. The recording from the 11/19/19 regular board meeting may be destroyed.
- C. The recording from the 09/17/19 special board meeting may be destroyed.

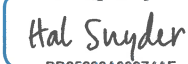
7. Other business

There was no other business.

8. Adjournment

Trustee Boland adjourned the meeting at 3:52 pm.

Approved on: August 20, 2021

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Trustee

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Trustee

Prepared by: Tracy Boland