



**Board of Library Trustees
Minutes Review Committee**
Board Room, Main Library
700 N. North Court, Palatine, IL
July 28, 2023, 11:00 a.m.

Minutes

1. Call to order

Committee chair Snyder called the meeting to order at 11:00 am.

2. Roll call

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

3. Introduction of visitors

None.

4. Public comment

None.

5. Annual Secretary's audit of the minutes of all meetings for the 2022-2023 fiscal year.

The Annual Secretary's Audit was completed. All records were found to be accurate.

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

There being no visitors present, review proceeded without going into closed session.

The Committee found three printed sets of closed-session minutes requiring approval by the Board. Copies of these minutes will be mailed by USPS to each Trustee for review to allow approval in a future Board meeting. One printed set of closed-session minutes continues to require confidentiality.

The Committee found three closed session audio recordings created prior to January, 2022. As they are 18 or more months old, the following may be destroyed:

- Thumb drive from regular Board meeting of April 20, 2021, closed session.
- Audio CD from regular Board meeting of December 21, 2021, closed session Part 1.
- Audio CD from regular Board meeting of December 21, 2021, closed session Part 2.

7. Other business

None.

8. Date for next meeting

Friday, February 9, 2024, at 11:00 am.

9. Adjournment

Trustee Snyder adjourned the meeting at 12:05 pm.

Prepared by: Hal Snyder.

Approved on: 5/15/2023

Maurice A. Snyder
Trustee

D. J. Brauer
Trustee