

Lemont Public Library District

Executive Session Procedures

Adopted on May 10, 2012

1. RECORDING EXECUTIVE SESSIONS.

In compliance with the Illinois Open Meetings Act, the Lemont Public Library District (i.e. "Library") shall keep a verbatim record of all executive session meetings. The verbatim record shall be in the form of an audio recording.

2. RESPONSIBILITY FOR RECORDING EXECUTIVE SESSIONS AND MAINTAINING RECORDINGS.

The Secretary shall be responsible for arranging the recording of such executive sessions. In the absence of the Secretary, the meeting Chair will arrange for the audio recording of the executive session of the Library. The Secretary shall securely maintain the verbatim audio recordings of all executive sessions of the Library at the Library's safe deposit box or safe.

3. EXECUTIVE SESSION MINUTES.

In addition to the audio recordings of the executive session, the Library shall keep minutes of all such meetings in accordance with the requirements of the Illinois Open Meetings Act. The Secretary shall securely maintain all executive session minutes, which have not yet been released to the public.

4. PROCEDURE FOR RECORDING.

At the beginning of each executive session, the meeting Chair shall announce the time the executive session commences as well as the location and purpose(s) of the executive session. Those present shall then identify themselves by voice for the audio recording. At the conclusion of the executive session, the Chair will once again announce the time for the audio recording.

5. PROCEDURE FOR REVIEW OF EXECUTIVE SESSION MINUTES AND RECORDINGS.

Periodically, but no less than semi-annually, the agenda shall include the item: "Review of Executive Sessions Minutes and Recordings". The purpose of this item will be to review minutes and recordings of all executive sessions that have not yet been released to the public, and determination of which minutes, if any, may be released. Minutes shall be reviewed in closed session and shall not be released unless the Library finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes not released, the Library shall find that the "need for confidentiality still exists" as to those minutes. Minutes of executive sessions shall be kept indefinitely.

6. MAINTENANCE AND PUBLIC RELEASE OF RECORDINGS AND ACCESS TO TAPES.

The verbatim audio recordings of executive sessions shall be maintained for at least eighteen (18) months after the executive session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Library Board of Trustees (i.e. "Board"). Copies of such tapes will not be made or provided to anyone unless specifically authorized by a vote of the Board.

7. PROCEDURE FOR DESTRUCTION OF RECORDINGS.

The Secretary or his or her designee is hereby authorized to destroy the audio recordings of those executive sessions for which:

- (A) The Board has approved the minutes of the executive sessions as to accurate content, regardless of whether the minutes have been released for public review;
- (B) More than eighteen (18) months have elapsed since the date of the executive session;
- (C) There is no court order requiring the preservation of such recording; and
- (D) The Board has explicitly passed a motion requiring the destruction of the verbatim recording of the executive session.

The Secretary will positively affirm to the Board the destruction of the audio recordings.