



**Board of Library Trustees
Committee to Review Closed and Open Session Minutes**
Board Room, Main Library
700 N. North Court, Palatine, IL
August 7, 2020 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:01 a.m.

2. Roll call

Upon roll call, Trustees Boland, Singh, 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)

There being no visitors present, review proceeded without going into closed session. The Committee found minutes for closed sessions to be in order for the following and recommends their release for publication:

- A. Special Board Meeting 04/07/2020.
- B. Regular Board Meeting 06/16/2020.

5. Review of open session minutes

The Committee reviewed open session minutes for meetings of the full Board for the 2019-2020 fiscal year. Findings:

- A. For all meetings, attachments were missing from the binder for documents relating to votes by the Board.
- B. Mismatches were noted between agenda and minutes for the following meetings:
 - i. Special Board Meeting 09/11/2019.
 - ii. Regular Board Meeting 09/17/2019.
 - iii. Regular Board Meeting 01/21/2020.
 - iv. Regular Board Meeting 04/21/2020.
- C. Minutes for the following regular Board meeting were not ready for review and will be provided in the packet for the regular Board meeting of 08/18/2020:
 - i. Regular Board Meeting 06/16/2020

The Committee reviewed open session minutes for meetings of Committees of the Board for the 2019-2020 fiscal year. Findings:

- D. Mismatches were noted between agenda and minutes for the following Committee meetings:

- i. Building Renovation Committee 09/30/2019.
 - ii. Building Renovation Committee 10/03/2019.
 - iii. Finance Committee 10/28/2019.
 - iv. Committee to Review Closed Session Minutes 02/07/2020.
- E. Minutes for the following Committee meetings were not ready for review and will be provided in the packet for the regular Board meeting of 08/18/2020:
- i. Director Evaluation Committee 12/12/2019.
 - ii. Committee to Review Contents of Lockbox 02/29/2020.
 - iii. Finance Committee 04/21/2020.

6. Audit of closed session recordings

The Committee reviewed lockbox inventory for any closed session audio recordings prior to 02-07-2019, since these are 18 months old or more. Findings:

- A. The recording of 01/09/2019 may be destroyed.

7. Other business

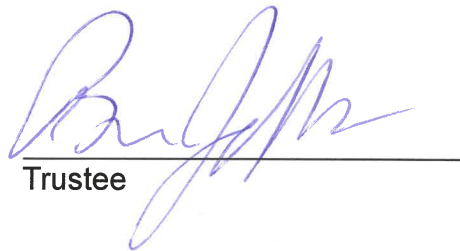
None.

8. Adjournment

Trustee Boland adjourned the meeting at 10:16 a.m.

Approved on: SEPTEMBER 15, 2020


Trustee


Trustee

Prepared by Hal Snyder