

Code	GOV-008	
Policy Title	Open Meetings and Records Policy	
Category	Governance & Board Policies (GOV)	
Cross-Reference	GOV-005 Electronic Meetings Policy OPS-023 Record Retention Policy	Page 17 Page 93
Appendix	--	
Date Adopted	November 2025	
Date Reviewed	March 2026	

Policy Statement

The Robert R. Jones Public Library District is committed to transparency, accountability, and compliance with state law regarding public access to meetings and records. This policy establishes the standards and procedures for conducting open meetings, maintaining official records, and protecting patron confidentiality.

The Library Board of Trustees and staff shall adhere to the Illinois Open Meetings Act and the Illinois Library Records Confidentiality Act, ensuring that the public has meaningful access to library governance while protecting sensitive patron information.

PROCEDURE

1. Open Meetings

1.1 Public Access

- All regular and special meetings of the Library Board of Trustees are open to the public unless a lawful closed session is authorized under the OMA.
- Notices of meetings shall include the date, time, location, and agenda and be posted at least 48 hours in advance (excluding weekends and holidays) on the library's website and at the library.

1.2 Agenda

- An agenda shall be prepared for all meetings and made publicly available in advance.

- The agenda may include regular business items, financial reports, policy approvals, and other items deemed necessary by the Board.

1.3 Minutes and Recordkeeping

- The Library Board Secretary or designee shall take written minutes of all meetings, documenting all actions taken by the Board.
- Minutes shall include:
 - The date, time, and location of the meeting
 - Names of trustees present
 - Summary of discussions and decisions
 - Record of votes taken
- Minutes shall be made available to the public promptly after approval by the Board.

1.4 Closed Sessions

- Closed sessions may only be held for purposes specifically authorized by law (e.g., personnel, litigation, security).
- The Board must approve a motion to enter a closed session, stating the legal justification, and document the vote in the public record.
- Minutes or recordings of closed sessions shall remain confidential except as required by law.

2. Public Records

2.1 Access to Records

- The Library shall make its public records available for inspection and copying in accordance with the Illinois Freedom of Information Act (FOIA, 5 ILCS 140).
- Requests for public records must be submitted to the Library Director or designated FOIA officer.

2.2 Confidentiality of Library Records

- Patron registration and circulation records, including reading histories, checkouts, holds, and account information, are confidential under Illinois law (75 ILCS 70/1).
- Library staff may not disclose any information that identifies patrons or their use of library materials except as required by law.
- Exceptions include:

- Authorized law enforcement requests with proper legal documentation (e.g., subpoena or court order)
- Aggregated or anonymized statistical reporting for library evaluation or funding purposes

2.3 Retention and Disposal of Records

- Library records shall be retained according to state law and local records retention schedules.
- Confidential patron records shall be disposed of securely, including shredding of physical documents and secure deletion of electronic records.

2.4 Board Orientation and Trustee Training Records

- Documentation related to Board Orientation, including completed orientation checklists, onboarding materials, and trustee training records shall be maintained on file at the library.
- These records shall be retained in accordance with applicable records retention requirements and made available as required by law.

3. Staff Responsibilities

- Staff shall be trained on the requirements of OMA, FOIA, and library confidentiality laws.
- Staff shall direct all public record requests to the Library Director or FOIA officer.
- Staff shall ensure that meeting notices, agendas, and minutes are posted and accessible as required by law.

4. Board Responsibilities

- Trustees shall conduct meetings in accordance with OMA requirements and ensure that the public has access to agendas, minutes, and meeting locations.
- Trustees shall refrain from discussing library business outside properly noticed meetings in a manner that would circumvent public access.
- Trustees shall complete the Illinois Attorney General's OMA training within 90 days of assuming office and submit a copy of their certificate to be held on file at the library.