



Open Meetings Act Policy

Pursuant to Public Act 93-0523, Three Rivers Public Library District hereby adopts the following policy concerning verbatim records of its closed meetings:

1. A verbatim record of all closed meetings of the Library shall be kept in the form of an audio recording. The Library shall provide the recording device and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.
2. The Secretary of the Board of Library Trustees, or his or her designee, shall be responsible for operating the recording device for all closed meetings of the Library. Each committee of the Board of Library Trustees shall designate in writing the individual responsible for recording closed meetings and shall submit such designation to the Secretary.
3. The Secretary, or his or her designee, shall maintain the audio recordings in a safe and secure location under lock and key. Access to non-released recordings shall be limited to the Library Director, or his or her designee, unless otherwise directed in writing by the Board of Library Trustees. Individuals allowed access shall sign a log indicating the date and time they listened to a particular recording. Individuals allowed access shall listen to a recording only under supervision of the Library Director, or his or her designee. No copies of any non-released recordings shall be made.
4. The verbatim record of a closed meeting may be destroyed eighteen (18) months after the completion of the meeting if the Board of Library Trustees approves the destruction of the particular recording, and also approves written minutes for the particular closed meeting that contain the following, as required by Section 2.06 of the Open Meetings Act:
 - a. the date, time and place of the meeting;
 - b. the members of the public body recorded as either present or absent; and
 - c. a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
5. The Library Director, or his or her designee, shall on a periodic basis, but not less frequently than quarterly, inspect and listen to the recordings to check their quality and completeness, and report on any problems to the Board of Library Trustees.
6. Unless the Board of Library Trustees has determined that a recording no longer requires confidential treatment, or otherwise consents to its disclosure, the

verbatim recordings of closed meetings made pursuant to Paragraph 1 above shall not be open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the provisions of the Open Meetings Act. In a civil action brought to enforce the provisions of the Open Meetings Act, a recording will be made available to the court for in camera examination for the purpose of determining whether a violation of the Open Meetings Act exists. In the case of a criminal proceeding, a recording will be made available to the court for in camera examination for the purpose of determining what portion if any, must be made available to the parties for use as evidence in the prosecution.

7. The Library Director and Assistant Director shall serve as the OMA Designees and will complete training and perform duties as required by the Act.
8. Any person who becomes an elected or appointed member of a public body subject to the Act must complete the electronic training no later than the 90th day after taking the oath of office or, if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

Adopted 3/10/10
Amended 02/28/12, 04/11/18