

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Minutes of Library Commission Meetings
POLICY NUMBER: 7035

7035.1 The Secretary, with the assistance of the District Librarian serving in his/her capacity as Recorder, will keep minutes of all regular and special meetings of the Library Commission.

7035.1.1 Copies of a meeting's minutes will be distributed to Library Commissioners as a part of the information packet for the next regular meeting of the Library Commission, at which time the Library Commission will consider approving the minutes as presented or with modifications. Once approved by the Library Commission, the official minutes will be kept in the Library District Administrative Office.

7035.1.2 Unless directed otherwise, an audio recording of regular and special meetings of the Library Commission will be made. The device upon which the recording is stored will be kept in a fireproof vault or in fire-resistant, locked cabinet for ninety (90) days. Members of the public may inspect recordings of Library Commission meetings without charge on a playback machine or via the Library District website.

7035.1.3 Motions, resolutions or ordinances will be recorded in the minutes as having passed or failed, and individual votes will be recorded. All resolutions and ordinances adopted by the Library Commission will be numbered consecutively, starting new at the beginning of each calendar year. In addition to other information that the Library Commission may deem to be of importance, the following information (if relevant) will be included in each meeting's minutes:

- Date, place and type of each meeting;
- Library Commissioners present and absent by name;
- Administrative staff present by name;
- Call to order;
- Summary of staff reports;
- Summary of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Complete information as to each subject of the Library Commission's deliberation;
- Record of the vote on every action item;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Library Commission;

Action on the annual budget;
Approval of all polices, rules and/or regulations;
Approval of or action on all dispositions of District assets;
Approval of or action on all purchases of District assets; and,
Time of meeting adjournment.

Adopted 04/17/2006