

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Minutes of Governing Board of Library Trustees Meetings
POLICY NUMBER: 8030

8030.1 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 Governing Board of Library Trustees.

8030.1.1 Copies of a meeting's minutes will be distributed to Governing Board of Library Trustees members as a part of the information packet for the next regular meeting of the Governing Board of Library Trustees, at which time the Governing Board of Library Trustees will consider approving the minutes as presented or with modifications. Once approved by the Governing Board of Library Trustees, the official minutes will be kept in the Library District Administrative Office.

8030.1.2 Unless directed otherwise, an audio recording of regular and special meetings of the Governing Board of Library Trustees 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 Governing Board of Library Trustees meetings without charge on a playback machine or via the Library District website.

8030.1.3 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 Governing Board of Library Trustees will be numbered consecutively, starting new at the beginning of each calendar year. In addition to other information that the Governing Board of Library Trustees 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;
- Governing Board of Library Trustees members present and absent by name;
- Administrative staff present by name;
- Call to order;
- Summarial record of staff reports;
- Summarial record 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 Governing Board of Library Trustees'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 real property contracts and agreements, and their amendment;

Record of all agreements for the purchase, erection, rental and equipment of buildings or rooms;

Action on the annual budget; and

Time of meeting adjournment

Adopted 08/21/2006