

## **DeKalb Public Library: Local Rule Concerning Minutes**

Approved by the Board of Trustees October 2012

1. Regular Board meetings: Continue as in the past. Written minutes are taken, approved at the next Board meeting and then posted within the legal time.
2. Closed Board meetings: Written and verbatim minutes are taken. Reviewed semi-annually per statute.
  - a. Before verbatim transcript/s are destroyed per statute, minutes must be approved. A majority of Board members would need to approve the minutes.
  - b. Approval or non-approval would occur during the semi-annual closed meeting. After approval, during open session, the Board would vote to destroy the verbatim record.
  - c. The written minutes would be kept.
3. Committee meetings: Minutes posted within 10 days “as submitted”. If no corrections within thirty days, approval is assumed.