

## **215 / Board of Trustees**

### ***Minutes of Executive Sessions (Guidelines)***

The Secretary of the Board shall take minutes of executive sessions.

The minutes will be reviewed by the President of the Board and the Library Administrator for completeness and accuracy.

When the three individuals have concurred, the minutes will be placed in an envelope, and the envelope will be sealed. The envelope will be labeled: "Minutes of the Executive Session, \_\_\_\_\_ (date) \_\_\_\_\_" and then filed in the Board File. All this is to be done by the Secretary.)

These minutes will be opened and referred to only by approved motion of the Library Board of Trustees.

Any action taken in an executive session must be repeated (without discussion) after the Board comes out of executive session and the regular meeting is reconvened.

Approved 01/24/1984