

## Open Meetings Law and Library Board of Trustees Meetings

Revised 8/10/2011

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The Oelwein Public Library will comply with the Open Meetings Law as outlined in Chapter 21 of the Iowa Code. This law gives citizens the right to know what happens at the meetings of tax supported agencies. Since public library boards are considered governmental bodies, library board meetings are subject to this law.

A meeting is defined in Chapter 21 as a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body's policy-making duties.

The Oelwein Public Library Board of Trustees observes the following as part of the Open Meeting Law:

### **Agenda**

- The agenda will be posted at least 24 hours before the meeting in the entry way of the library.
- Notice of the meeting will be sent to the Oelwein Daily Register one week before the monthly library board meeting or at the time of a special meeting.
- The agenda shall include time, date, and place of each meeting, and its tentative agenda, in a manner reasonably calculated to apprise the public of the information.
- No action will be taken on a matter not posted on the agenda.
- An emergency meeting will be given as much notice as possible.

### **Meeting**

- Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public.
- The public may use cameras or recording devices at any open session.
- The library board will justify its action if it holds a meeting at a place not reasonably accessible or at a time not reasonably convenient to the public.
- The library board may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical.

### **Minutes**

- Minutes of the meeting will show the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken.
- The minutes of the library board meetings are open records.
- If an emergency meeting is called, the library board will justify its reason for not giving proper notice in the minutes of the meeting.

### **Closed Session**

- A closed session can be held to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- A closed session can be held to discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the library board would have to pay for that property.
- The library board will keep detailed, written minutes of all discussion, persons present, and action occurring during the closed session. These minutes are sealed.
- The entire closed session will be tape recorded.

*“This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.” (Iowa Code section 21.1)*