



Keene Public Library Policies

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| Review of Non-Public Minutes | Adopted: February 27, 2024 |
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Non-Public Minutes are minutes that have been sealed by vote of the Library Trustees after a meeting that is closed to the public under provisions listed in RSA 91-A:3, I.

Per RSA 91-A:3, IV, public bodies must adopt a procedure to review minutes of meetings held in non-public session to determine by majority vote whether the circumstances that justified keeping the meeting minutes from the public no longer apply, and for releasing non-public minutes if the circumstances that warranted them being kept from the public are no longer valid.

Accordingly, the Library Trustees adopt the following policy for the review and the and potential release of non-public minutes:

In January of each calendar year, the Library Director will give the City Attorney, or the City Attorney designee, access to non-public minutes commencing on or after January 1, 2013, and continuing for each successive year thereafter. The Attorney will review the minutes to consider if the conditions that warranted the non-public status in the first instance still apply.

The City Attorney will give advice to the Library Trustees on each set of minutes as to whether or not the minutes may be released or should remain sealed. The minutes, together with the recommendation of the City Attorney, will be reviewed by the Library Trustees in a non-public session. Those minutes which have received a majority vote for release will be added to the website with the date of their public release in the title and the published list on nonpublic minutes will be updated. Those minutes which do not receive a majority vote for release shall remain sealed, subject to further review of the minutes in January of the following year. To the extent that paper copies of the minutes are reviewed by the Board, all paper copies shall be collected by the Director and shredded; provided, however, that the minutes not authorized for release will be resealed with the original seal date, and the review date(s) on the envelope.