



Illinois Heartland Library System

MEMO TO: IHLS Executive Committee
 FROM: Leslie Bednar
 DATE: August 15, 2024
 RE: Open Meetings Act (OMA) Compliance

We had an informative meeting with Phil Lenzini regarding the Illinois State Library's objection to our draft June 25 and July 10 meeting minutes. IHLS will be implementing the following changes in our meeting minutes going forward.

Motions and Discussion

The Open Meetings Act directs us to include pertinent details related to a specific motion and discussion. The citation is 5 ILCS 120.2.06 (a)3:

A summary of discussion on all matters proposed, deliberated or decided, and a record of any votes taken.

This does not imply verbatim minutes including individual comments that are not part of a discussion. And we will include in the minutes motions that do not move forward.

Statements Around Executive Session

Meeting minute inclusion related to going into and exiting an executive session requires our attention as well. The description of the purpose and citation regarding the public body entering a closed session will be noted in minutes as per 5 ILCS 120.2a:

*A public body may hold a meeting closed to the public or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. **The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting.** Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public. At any open meeting of a public body for which proper notice under this Act has been given, the body may, without additional notice under Section 2.02, hold a closed meeting in accordance with this Act. Only topics specified in the vote to close under this Section may be considered during the closed meeting.*

We will continue to remind the board or committee chair of the specific language required to be stated in our meeting prep notes. It is incumbent on all at the meeting table to remind the chair of this statement before voting to close the meeting. The purpose and citation are intended to inform the public in an open session.

When final action is taken upon exiting the closed session, 5 ILCS 120.2e directs us as well:

IMAGINING TOMORROW, DELIVERING POSSIBILITIES TODAY!

Final action. No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

This recital occurs before the actual motion, and per 5 ILCS 120.2.06 (a) 3 must include pertinent details related to the proposed action.

Executive Committee Recommendations

The Executive committee at their August 14 meeting, recommended adding names in the minutes for motions and seconds. Also, on attachments that require an action, adding the recommended motion at the bottom of the document.

Please let me know if you have questions or observations. I appreciate your attention to this matter. Thank you.

Recommended Motion: Motion to approve the OMA Compliance recommendations as stated.