

**POLICY: OPEN MEETINGS AND RECORDS****Approved: June 23, 2015****Revised: April 24, 2018****Revised: May 25, 2021**

In compliance with RSMo sections 610.010-610.200 of the Open Meetings and Records law, commonly known as the Sunshine Law, the meetings, records and votes of the Webster County Library (WCL) Board of Trustees, and any Board committees (the "Board") are to be open to the public unless otherwise provided by law. For example, the Board may close any meeting, record or vote as allowed by the above referenced law. Furthermore, library records are closed records pursuant to RSMo sections 182.815 and 182.817 and governed by the library's Confidentiality of Patron Records policy.

**Open Meetings**

- 1) The meeting body shall give notice of the time, date, place and tentative agenda of each meeting. The notice shall be placed on the designated bulletin boards at each WCL branch location at least 24 hours, exclusive of weekends and holidays when the facility is closed, prior to the meeting, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. Notice also shall be given to any representatives of the news media who request notice of a particular meeting.
- 2) Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. When it is necessary to hold a meeting on less than 24 hours notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirement shall be stated in the minutes.
- 3) The Board may close meetings to the public as allowed by RSMo 610. Before closing a meeting to the public, a majority of a quorum of the Board must vote to do so in a public roll call vote. The vote of each member of the Board on the question of closing a meeting or vote and the reason for closing the meeting by reference to a specific exception shall be announced at a public meeting and entered into the minutes. The Board shall give notice of the time, date and place of a closed meeting and the reason for holding it by reference to a specific exception. The notice shall comply with the procedures set forth in (1), above, except a tentative agenda is not required. No other business may be discussed in a closed meeting that does not directly relate to the specific reason announced to close the meeting to the public. When closing a meeting, the Board must close only an existing portion of the meeting facility necessary to

house the members of the Board in the closed session, allowing members of the public to remain to attend any subsequent open session held by the Board following the closed session.

4) The Board shall allow for the recording by audio, video or other electronic means of any open meeting. The Board may restrict the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio or video recording of any meeting, record or vote closed pursuant to the provision of section 610 shall be permitted without permission of the Board; any person who violates this provision shall be guilty of a class C misdemeanor.

5) All records that may be closed as allowed by RSMo Section 610.021 are hereby deemed closed records unless the Board votes to make them public.

6) The library Director or library Director's designee shall be the custodian of records and will be responsible for maintenance and control of all records. The custodian shall provide public access to all public records. A request for such access shall be acted upon as soon as possible but no later than the third business day following the date the request is received by the custodian. If records are requested in a certain format, the custodian shall provide the records in the requested format, if such format is available. If immediate access is not granted, the custodian shall give a detailed explanation for the delay and the place and earliest time and date the record will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.

7) If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requestor no later than the end of the third business day, exclusive of weekends and holidays, following the date the request for the statement is received.

8) If a member of the Board transmits an e-mail relating to public business to at least two other members of the body so that, when counting the sender, a majority of members are copied, a copy of the e-mail shall be sent to either the custodian of records, or the member's public office computer. Any such message, received by the custodian or at the member's office computer shall be a public record subject to the exceptions above.

9) The custodian shall charge 15 cents per page for paper copies not larger than 8.5 by 14 inches, an hourly fee for duplicating time not to exceed the average hourly rate of a library clerk, and the actual cost of research time. Prior to producing copies of the requested records, the person requesting the records may request the custodian to provide an estimate of the cost. The custodian may require payment prior to making copies. Fees for providing access to public records maintained in a digital format or other medium, shall include only the cost of copies, staff time (which shall not exceed the average hourly rate of pay required for staff making copies and for programming, if necessary), and the cost of the disk, tape or other medium used for the duplication. Fees for blueprints or other large format items that require special expertise or equipment to duplicate, will include the cost charged to the library from the

vendor that duplicates said items. If computer programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.