

## **Highland City Library**

### **Meeting Minutes Policy**

To ensure access of the Highland City Library Board of Trustees meeting minutes are available to the public and to comply with 2009 amendments to the Utah Open and Public Meetings Act (Utah Code 52-4-203), the Board shall

1. Keep written and recorded minutes of all official meetings.
2. Make available to the public audio recordings of the meeting within 3 business days following the meeting.
3. Make available to the public written minutes of the meeting within 20 business days following the meeting. When minutes are complete but are waiting for official approval they will be considered public records and shall be marked as "draft."
4. Review minutes at the next meeting of the Board. At the beginning of the meeting, at the direction of the chair, minutes shall be amended and/or approved. The minutes shall then be marked as "Approved" on the printed and online versions.

Approved by the Highland City Library Board June 24, 2009.