Board of Trustees Open Meetings and Records Policy

The meetings of the Board of Trustees of the Canton Public Library shall be conducted, and records of such meetings shall be maintained, in a manner consistent with Missouri law and in keeping with the principles of transparency, accountability, and public trust. Records of such meetings shall be maintained in the same manner.

Open Meetings

All meetings of the Board of Trustees shall be conducted in accordance with Missouri's Open Meetings and Records Law (Sunshine Law, Chapter 610, RSMo).

1. Meetings shall be open to the public unless specifically closed as allowed by law.
2. Notice of all meetings, including the date, time, and place, shall be posted in a public location at least twenty-four hours in advance, except in cases of bonafide emergency.
3. The agenda for each meeting shall be made available to the public at the time the notice is posted.

Closed Sessions

The Board may vote to hold a closed session as permitted under Section 610.021, RSMo, for specific purposes such as:

1. Legal actions or litigation
2. Personnel matters relating to hiring, firing, or discipline
3. Real estate transactions
4. Confidential records or information protected by law

Before entering a closed session, the Board must announce the specific statutory reason and record the vote of each member. All votes to close a meeting shall be taken in an open session.

Virtual or Electronic Meetings

The Board recognizes that in-person meetings are preferred for transparency and collaboration; however, electronic meetings may be held when necessary or convenient.

1. Electronic meetings may include participation by videoconference, teleconference, or other real-time electronic means.
2. Electronic meetings must comply with all provisions or Missouri's Sunshine Law, including public access and notice requirements.
3. Trustees participating electronically shall be considered present for purposes of establishing a quorum, provided they can hear and participate in the discussion and vote.

4. When possible, the public shall be provided a means to observe or listen to the meeting in real time.
5. The minutes of electronic meetings shall clearly state that the meeting was held electronically and identify participants attending remotely.

Meeting Minutes

Minutes shall be taken at all open and closed meetings of the Board.

1. The minutes shall include the date, time, place, and members present, matters discussed, and any votes taken.
2. Open session minutes shall be approved by the Board and made available to the public in a timely manner.
3. Closed session minutes shall be maintained as confidential records as permitted by law, but shall be retained in the official files of the Library.

Records and Access

The official records of the Board, including meeting notices, agendas, minutes, policies, and financial reports, shall be maintained by the Library Director or designated staff member.

1. Records shall be available for public inspection and copying during regular business hours in accordance with Chapter 610, RSMo.
2. Requests for records may be submitted in writing to the Library Director, who serves as a custodian of records.
3. Reasonable fees may be charged for copies and staff time as allowed by law.
4. Requests for electronic records will be fulfilled in digital format when feasible, consistent with state retention and privacy requirements.

Electronic Records

The Library recognizes electronic records – including digital meeting recordings, electronic minutes, and email correspondence – as official public records when created or received in the course of Library business.

1. Electronic records shall be maintained with the same care and retention schedule as paper records.
2. Official meeting minutes and documents may be distributed and stored electronically, but must remain accessible for future reference in compliance with Missouri Secretary of State's Local Records Retention Schedule.

Meeting Conduct

A quorum, as defined in the Library's bylaws, must be present (physically or electronically) to conduct official business.

The Board shall follow the most recent edition of *Robert's Rules of Order* or another approved system of parliamentary procedure.

Members of the public may address the Board in accordance with the Library's Public Comment Policy.

Record Retention

All records shall be retained in accordance with the Missouri Secretary of State's Local Records Retention Schedule for public libraries. The Library Director is responsible for ensuring compliance with all recordkeeping requirements.