

## **Library Board of Trustees Maintenance of Meeting Minutes**

The Trustees of the Gilford Public Library maintain its minutes so that they will be available for inspection by members of the public and to provide for the publication of its official proceedings in compliance with NH RSA 91-A:3.

### **MINUTES**

The Gilford Public Library shall keep and maintain the minutes of the Trustees. Recent meeting minutes will be kept on the Gilford Public Library website and forwarded to the Town Administrator's office for posting on the Town's website. Past minutes can also be found in binders in the NH Room at the library.

### **NONPUBLIC MEETINGS per NH RSA91-A:3**

Minutes of meetings in nonpublic sessions shall be kept and the record of actions shall be promptly made available for public inspection, except as provided in the section. RSA 91-A:3 allows a board to vote to seal minutes when any of three circumstances exist: (1) when divulgence of the information would likely adversely affect the reputation of any person, other than a member of the board itself; (2) when release of the minutes would render the proposed action ineffective; or (3) the information relates to terrorism planning functions. The nonpublic session minutes may be withheld until, in the opinion of a majority of members, the circumstances described above no longer apply. The board will take a vote to withhold or seal the minutes with a recorded vote of 2/3rds of the members present. Once the board returns to public session, an announcement about sealing will be made to alert the public that minutes will or will not be made for public inspection.

A review of sealed minutes will take place yearly at the first meeting of the Trustees after the annual election. At this time, the Trustees, at their option, will assign the Secretary to review all sealed minutes and will determine whether the minutes continue to meet the requirement for withholding from the public.