



### **Posting of Agenda, Meeting Schedule, and Meeting Minutes Policy**

The Highwood Library & Community Center affirms the Open Meeting Act and Freedom of Information Act of the State of Illinois.

The Director, in consultation with the Board President, shall be responsible for the creation and dissemination of agendas of regular board meetings, committee of the whole meetings, and special meetings when they arise.

Board meetings are usually scheduled to take place every fourth Monday of the month at 7:00PM. All calendar dates are posted on the library website.

It is the responsibility of each Highwood Library & Community Center committee chairperson to create the agenda for their committee meetings and ensure that it is provided to the Director or other staff member for posting no later than 48 hours before the meeting start time.

All full board meeting agendas and approved minutes will be posted to the Library's website.

**Approved: March 19, 2024**

