



Open Meetings & Records Policy

Library Center of the Ozarks will comply with Sections [610.010 to 610.030 RSMo.](#) relating to open meetings, records, and votes of governmental bodies. The Library Center of the Ozarks may close any meeting, record, or vote relating to all relevant open meeting exemptions noted in [RSMo 610.021](#). All records which may be deemed closed will be closed until the Library Center of the Ozarks Board of Trustees vote to make them public. Closed meetings shall begin as an open meeting with a vote to go to closed session and end with a vote to return to open session. When decisions are final, if exemptions no longer apply, minutes of closed sessions may by vote become open records.

The Library shall post a notice of time, date, place, and agenda of each meeting of the Board of Trustees at least 24 hours, exclusive of weekends and holidays (See the [Approved Holidays Policy.pdf](#)), prior to the meeting, with note of appropriate exemption for any closed segment. 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. Minutes for open meetings will only be posted online after being approved by a vote of the Board of Trustees.

The Director of the Library Center of the Ozarks is designated as the custodian of all Library records. The Director may designate one or more duly appointed deputies, within set time or responsibility limits.

Upon the receipt in writing of a request for a public record, the Custodian shall make available for inspection and copying all Library records which by law are required to be open (includes all records of the Library except those records which are closed records under [Section 610.021 RSMo](#)).

Each request for access to a public record that is required to be an open record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records.

If access to the public record is not granted immediately, the Custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection.

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 requester no later than the end of the third business day following the date that the request for the statement is received.

Fees, in the amount defined by Missouri State Statute, [RSMo610.026](#) may be charged for staff time and supplies needed to fulfill a request.

Approved 5.21.24