Open Meetings and Records

Section 1. Open Meetings and Records.

It is the policy of the St. Charles City-County Library (the "Library"), that all meetings, records, votes, actions, and deliberations of the public governmental body be open to the public unless otherwise provided by law.

Section 2. Closed Meetings, Records, and Votes.

The Library reserves the right to close any meeting, record, or vote authorized to be closed under Section 610.021, RSMo.

Section 3. Closed Meeting Procedure.

In order to enter into a closed session, such motion must be approved by a roll call vote of the majority of a quorum of the Board of Trustees (the "Board") in accordance with the procedures set forth in Section 610.022, RSMo.

The Library shall give notice of the time, date and place of a closed meeting and the reason for holding it by reference to a specific statutory exception in accordance with the procedures set forth in Section 610.020, RSMo., and the Library Bylaws.


Any member of the Board who transmits any message relating to Library business by electronic means shall transmit all such messages using the member’s Library-issued email account or shall concurrently transmit all messages to either the member’s Library-issued email account or the Library custodian of records in the same format. The provisions of this section shall only apply to messages sent to two or more Board members so that, when counting the sender, a majority of the Board members are copied. Any such message received by the custodian or sent or received on the member’s Library-issued email account shall be a public record subject to the exceptions in Section 2..

Section 5. Custodian of Library Records.

The Chief Financial Officer shall be the custodian of records and will be responsible for maintenance and control of all records.

Section 6. Public Records Requests.

Requests for records should be directed to the custodian in writing. The custodian shall provide a response to each request for public records as soon as possible but no later than the end of the third business day following the date the request is received by the custodian. If additional delay is necessary for a reasonable cause before a public record will be made available to the requestor, the custodian shall give an explanation for the delay and the date the record will be available for inspection.

If a request for access is denied, the custodian shall provide a written statement of the grounds for such denial in the response to the requestor. Such statement shall cite the specific provision of law under which access is denied.

The custodian may charge reasonable fees for providing access to or furnishing copies of public records in accordance with Section 610.026, RSMo. The custodian may require payment prior to duplicating copies. Records may be furnished without charge, or at a reduced rate, if the custodian determines that a fee waiver or reduction is in the public interest because the request is likely to contribute to public understanding of the operations or activities of the Library and is not primarily based on commercial interests.

(Revised 8/9/04; 8/13/19)