

MEMO TO: William T. Lichter, Village Manager
FROM: Barbara Johnson, Deputy Village Clerk
DATE: May 25, 2004
RE: Release of Executive Session Minutes

Public Act 88-378, effective January 1, 1982 requires that minutes of closed session meetings are to be recorded in written form and 5 ILCS 120/2.06 (c) states that "Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

The collection of minutes has been copied and placed in binders for each Village Board member's perusal prior to release and was distributed in September of 2003.

Attached, please find a Resolution authorizing the Village Clerk to make certain closed session meeting minutes available for public inspection- First review of 2004 for Village Board consideration and approval. A list of minutes, which are to be released, and a list of those not to be released will be attached to the Resolution at the Board's Direction.

Thank you for your consideration of this request. Please place this matter before the Board of Trustees at their June 3, 2004 Executive Session and Regular Village Board meeting. If you have any questions, I will be happy to answer them.