

Abington Public Library
Policy for Providing Access to Minutes of Town Boards and Commissions

The Board of Library Trustees of the Abington Public Library agrees to accept the responsibility to maintain copies of the approved minutes of the boards, commissions and committees of the Town of Abington so that such records may be accessible to the public during the library's hours of public service. The Board of Library Trustees votes the approval of the following policy to maintain these records.

In accordance with the provisions of the Town of Abington Charter, Article 7, Section 7-10-3 Rules and Journal:

“Each multiple member body shall determine their own rules and order of business unless otherwise provided by the charter or by-law, and shall provide for keeping minutes of its proceedings. Such minutes shall be voted on and approved within sixty (60) days following the date of such proceedings. These rules and minutes shall be a public record kept available in a place convenient to the public at all reasonable times, and copies shall be kept available in the town library.”

- It shall be the responsibility of the designated Secretary of each Board or Committee of the Town of Abington to deliver, file and register one copy of the officially approved minutes with the Library Director or a designated staff member. Each Board must provide its own three-ring binder.
- The Library Director or a designated staff member shall be responsible to see that the minutes are checked in and received, and placed in a secure binder. In a recording notebook, the committee secretary will note the day's date, and the title and dates of the minutes. The designated library staff member will sign to verify the receipt of the minutes.
- The Library Director or designated staff member is responsible for reasonable security by keeping these binders in the non-circulating Abington reference collection for in-library use only.
- Patrons must use minutes within the library building. They may photocopy them at their expense.
- Patrons must report damaged or missing pages to the Library Director or a designated library staff member. The library staff is not responsible for missing records, nor for monitoring the filing of minutes by committee and board secretaries. If the Library Director or a designated staff member are notified that minutes which can be confirmed as received in the recording notebook are missing or damaged, the Library Director or a designated staff member will notify the appropriate Board or Committee Secretary, or the Office of the Town Manager in the event that the Board/Committee Secretary cannot be contacted in a timely manner.

Voted by the Board of Library Trustees, 2/7/00, Updated 11/03/04, 10/25/10.