

Miscellaneous Topics in Directorship

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Session Objectives:

- Understand open meetings law
- Know how to handle public records requests
- Learn a bit about DPI tools

19.81(2): Open Meetings Law

- Wisconsin's Open Meetings Law (1976) requires openness in government
- “...all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.”
- Meetings must be properly noticed
- AG office provides an [Open Meetings Law Compliance Guide \(2018\)](#)

19.81(2): Open Meetings Law

Closed Sessions

- “...all meetings...shall be open to all citizens at all times **unless otherwise expressly provided by law.**”
- Pages 23-30 of the [Open Meetings Law Compliance Guide](#) detail the permissibility, requirements of, and procedure for convening in closed session

19.31-39: Public Records Requests

Public Records

- Public libraries and library boards are subject to public records law; emails and other communications may also be subject
- Record: any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority [s. 19.32(2)]
- AG office provides a [Public Records Law Compliance Guide](#)
- Your board may adopt the [Records Retention Schedule](#)

DPI Tools

- [2018 Wisconsin Public Library Standards](#)
 - Statutory Requirements of Public Libraries
 - System Membership Requirements
 - Tiered Standards, including Quantitative Standards
- [Trustee Essentials](#)
 - For Trustees
 - Great for Conducting Trustee Orientation and Training Sessions
- [Administrative Essentials](#)
 - Companion to the Trustee Essentials, but for the Director
- [Certification](#)
 - A Require
- [Boot Camp Website](#) (Hosted by Winnefox)