

Goffstown Public Library

Non-Public Meeting Minutes Policy

The purpose of this policy is to ensure that the Board of Trustees of the Goffstown Public Library complies with New Hampshire's Right-to-Know Law regarding the creation, maintenance, sealing, and unsealing of non-public meeting minutes. This policy establishes consistent procedures to protect lawful confidentiality while maintaining transparency and access to public records. It is adopted under RSA 91-A:3 and RSA 91-A:4, which govern non-public sessions and the custody of meeting records.

Minutes of all non-public sessions shall be taken by an individual designated by the Chair prior to the start of the session. Non-public session minutes shall include:

- The names of members present;
- The persons appearing before the Board (if any);
- A brief description of the subject matter discussed and any decisions made
- The statutory reason under RSA 91-A:3, III for entering a non-public session, which should be disclosed before entering into such a session; and
- The motion and roll-call vote to enter and exit non-public sessions

At the conclusion of each non-public session, the Board shall reconvene in public session to determine, by recorded roll-call vote of two-thirds (2/3) of the members present, whether the divulgence of the information in the non-public minutes would:

- Adversely affect the reputation of any person other than a member of the public body itself, including matters involving employment, hiring, promotion, discipline, or dismissal;
- Render a proposed action ineffective; or
- Pertain to matters of terrorism or emergency functions of public safety agencies

If any of these conditions apply, the Board may vote to withhold the non-public minutes from public disclosure. Such minutes shall be clearly marked "Sealed Non-Public Minutes – Confidential" and maintained securely by the Library Director or Trustee Chair. Sealed minutes shall not be disclosed except as authorized by a majority vote of the Board in public session, by court order, or as required by RSA 91-A:3, IV.

A list of all restricted non-public minutes shall be maintained by the Library Director or Trustee Chair and made available for public inspection. The list shall include the date and time of each non-public session, the statutory exemption relied upon, the date of the vote to restrict disclosure, and any subsequent action to unseal the minutes.

The Board shall review all restricted non-public minutes at least once every three (3) years to determine whether the reason for restriction continues to apply, or sooner if circumstances change. At the time of review, the Board may either:

- Vote in public session to unseal the minutes in full; or
- Vote to continue the restriction if the original reason for withholding remains applicable

In accordance with RSA 91-A:3, IV, all sealed minutes shall be reviewed no later than ten (10) years from the date the Board last voted to withhold them, regardless of the review schedule established herein. For minutes sealed prior to October 3, 2023, the Board shall review such minutes no later than October 3, 2033. If the Board fails to conduct such a review within that timeframe, the minutes shall become subject to public disclosure without further action.

Each review and any resulting action shall be recorded in the public meeting minutes. If unsealed, the non-public minutes shall be filed with the corresponding public meeting minutes and made available for public inspection.

Approved by the Library Board of Trustees, December 17, 2025.