

Workshop Announcement:

Trustee 301 Workshop: Open Meetings and Public Records Laws

Date: **Thursday, May 10, 2018** (re-scheduled from May 17)
Time: 5:30 – 7:30 pm
Location: James J. Siebers Memorial Library, 515 W. Kimberly Ave., Kimberly

Mark Arend, Assistant Director of Winnefox Library System, will discuss different aspects of Wisconsin's open meetings law and the Records Retention Schedule for Wisconsin public libraries, and you'll have a chance to meet and network with trustees from other area libraries.

Topics that will be covered include:

- Agendas and posting meetings
- Closed sessions
- Meeting minutes
- Records retention under Wisconsin law

A complimentary light dinner will be provided.

Register online at <https://extranet.winnefox.org/ce/Trustee301-Kimberly> or by mailing the form below.

This workshop is sponsored by Winnefox Library System and Outagamie Waupaca Library System.

-----detach and mail the form below-----

Trustee 301: Open Meetings & Public Records Laws registration form

Name: _____

Phone number: _____

Library you're affiliated with: _____

Joining us for a complimentary light dinner buffet? yes ☐ no ☐

If yes, any dietary restrictions? _____

Mail this registration form to:

Joy Schwarz
Winnefox Library System
106 Washington Ave.
Oshkosh, WI 54901-4985

Or you may register online: <https://extranet.winnefox.org/ce/Trustee301-Kimberly>

Questions? Contact Mark Arend at arend@winnefox.org 920-236-5222