

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

June 17, 2014

**RESOLUTION TO AMEND THE POLICY OF THE BOARD OF LIBRARY  
TRUSTEES REGARDING POLICY ON OPEN MEETINGS**

WHEREAS, Ohio Revised Code Section 121.22 requires that every public body establish by rule a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings, and whereby advanced notification of a specific type of business to be discussed will be provided to persons requesting advanced notification; and

WHEREAS, On February 19, 1976, the Board of Library Trustees adopted a "Board Policy on Sunshine Law" requiring the Director to post written notice of the time and place of each Board meeting on a prominent bulletin board in the Main Library at least 24 hours before the meeting (except in the case of emergency), and to include in each posted notice of a special meeting the purpose of the meeting; and

WHEREAS, The Board of Trustees desires to update its policy to comply with changes in the law and to reflect the advancements in communication technology since 1976 Regulations were adopted; and

WHEREAS, The Board of Trustees, as part of its commitment to transparency and in response to its employees' and the community's desire to be more informed about Library business, wishes to amend the policy to provide that Board meeting agendas be posted to the Library's website at least 24 hours in advance of Board meetings; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby adopts the attached amended Board Policy on Open Meetings, which shall become effective commencing on September 1, 2014.

## **BOARD POLICY ON OPEN MEETINGS**

1. POSTED NOTICE – The Director shall cause a written notice of the time, place and agenda of each regular Board meeting to be posted on the Library’s website at least 24 hours before the meeting. Notices of the time, place, and purpose of special meetings and emergency meetings requiring immediate official action shall be posted on the Library’s website promptly after the meeting is called. Whenever the place or time of a Board meeting is changed after it is called, or a meeting is adjourned from one day to a later day at the same or a different place, the Director shall cause a written notice of the change or adjournment, including the new time and place of the meeting, to be promptly placed on the Library’s website. No notice of a meeting so posted shall be removed until the meeting is either concluded or cancelled.

### 2. REQUESTS FOR NOTICE TO NEWS MEDIA

(a) Any news media may request and receive advance notification of any special meeting or meetings of the Board by filing with the Director a written request for such notice, indicating whether notice is desired of all special meetings or of which kind or kinds of special meetings, and including the name of the requesting media, the street or e-mail address to which notices are to be sent, and the name and the telephone number of the person (and alternate, if any) to whose attention the written notification may be given either during or outside of business hours. By like filing with the Director the news media may cancel or from time-to-time modify its filed request, or the names, street or e-mail addresses and telephone numbers thereon.

(b) The Director shall maintain and keep up to date a file or list of all news media requests filed under (a) above and shall cause a written notice of the time, place and purposes of each special meeting to be mailed or e-mailed to the news media as requested at such time and in such manner as will reasonably provide for its receipt at least 24 hours before the meeting, except that in the event of an emergency requiring immediate official action, the Director shall cause written notice of the same to be delivered to the requesting news media in such manner and as immediately as the conditions of the meeting shall reasonably permit.

3. NOTICE TO OTHER PERSONS – Any person who wants to obtain reasonable advance notification of Board meetings at which any specific type of public business is scheduled to be discussed may file with the Director a written request stating the person’s name, address and telephone number or numbers at which the person can be reached during or outside business hours and stating the specific type of public business the discussion of which is the person’s concern, together with a stamped, self-addressed envelope or envelopes in which the requested notice can be mailed. In lieu of notification by mail, the requestor may specify e-mail

as the method for delivery of notice. Any such persons may likewise file with the Director a modification or cancellation of such a request. It shall be the duty of the Director to comply with each such request by mailing to the person in the filed, stamped, self-addressed envelope or by e-mail if requested, advance notice of each Board meeting of the type stated in the request and such mailing or e-mailing shall be made immediately when the time and place of the meeting are fixed by the Board or the officer calling the meeting. If the type of business with which the requesting person is concerned shall be included in the agenda of the meeting, the mailed or e-mailed notice of the meeting shall include the agenda or that part of the agenda which is known at the time the notice is sent.

4. EXECUTIVE SESSION – Nothing in this Policy shall limit the right of the Board to meet in executive session in accordance with Section 121.22 (G) of the Ohio Revised Code or other applicable provisions of the law.

5. COMMITTEE MEETINGS – Notice of Committee meetings of the Board shall be the same as for full Board meetings.