

**Geauga County Public Library
Operating Policy Manual**

SECTION: SUNSHINE LAW – MEETINGS
NUMBER: 270
EFFECTIVE DATE: JANUARY 17, 2017

The library board, as a public body complies with Ohio's Sunshine Law (Ohio Revised Code, Sec. 121.22).

TYPES OF MEETINGS

The meetings of the board that are subject to the Sunshine Law are: regular monthly meetings, special meetings, or any other meeting where four (4) or more trustees are present. If decision-making is delegated to another group, then the meetings of that group must also comply. In addition, all committees of the board comply with the Sunshine Law.

MEETING PLACE

Meetings are generally held in library meeting rooms, open to the public and subject to the meeting room policy (see Policy 555: Meeting Room Use). Meetings held outside the library must also be open to the public.

METHOD OF NOTIFICATION

At least twenty-four hours before a regularly scheduled meeting, the library will post the time, place, and purpose of the meeting on the library website. The schedule and location for regular meetings is set for the following 12 months at the annual organizational meeting in January. Anyone wishing to be regularly informed of meetings will be added to the list of persons and organizations to be notified. Notifications will be made by e-mail, mail, fax, or telephone as determined by the library. Meeting changes, if any, are posted on the library website as soon as the new information is available.

MINUTES

Minutes are kept of all regular and special meetings by the board secretary and maintained and housed with the Fiscal Officer. Minutes approved by the board are also posted on the library's website for a twelve-month period.

EXCLUSIONS

The Ohio Sunshine Law specifies that at regular and special meetings of the board, in the interests of effective government or confidentiality, certain discussions may be conducted within an executive session at which only certain specified individuals are present. Executive sessions may only be held as a part of a regular or special meeting. Executive session must be approved by a majority of the quorum and by roll call voting.

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The minutes of regular or special meeting must include a report of the general matter of the executive session. The topics that may be discussed in executive session are limited to: personnel matters, real property transactions, conferences with attorneys, and auditor's exit conferences.

PERSONNEL MATTERS

An executive session may be called for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. The motion to hold an executive session need not list any names. Final decisions, if any, are made in a public meeting.

PURCHASE OR SALE OF PROPERTY

The purchase of property for library purposes or the sale of library property at competitive bidding may be discussed in executive session, in order to prevent premature disclosure of information and creating an unfair competitive advantage. The actual purchase or sale takes place in a public meeting.

CONFERENCES BETWEEN THE LIBRARY BOARD AND ITS ATTORNEY

Conferences between the library board and its attorney may be held in executive session as long as the conferences concern a dispute involving the library in pending or imminent court action.

DISCUSSION AND DECISIONS

During an executive session, discussions and deliberations may take place on permitted matters. No final decision may be made in executive session. All voting takes place in a public meeting.

AUDITOR CONFERENCES

By law, auditor exit conferences are confidential prior to release of the report.

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