



## Board of Trustees Meeting Schedule 2020

Thursday, January 23, 2020: Main Library, 96 S. Grant Ave., Columbus, OH 43215

12:00 pm Annual Organizational Meeting (Carnegie Room)

Following Board Meeting (Carnegie Room)

Wednesday, March 4, 2020: Linden Branch, 2223 Cleveland Ave., Columbus, OH 43211

10:45 am Audit Meeting

12:00 pm Board Meeting

Thursday, April 23, 2020: Driving Park Branch, 1422 E. Livingston Ave., Columbus, OH 43205

10:45 am Finance Committee Meeting (Rooms 2 & 3)

12:00 pm Board Meeting (Rooms 2 & 3)

Thursday, May 28, 2020: Dublin Branch, 75 N. High St., Dublin, OH 43017

10:45 am Audit Committee Meeting (Room 1)

12:00 pm Board Meeting (Room 1)

Wednesday, July 22, 2020: Main Library, 96 S. Grant Ave., Columbus, OH 43215

10:00 am Finance Committee Meeting (Meeting Room 3B)

Thursday, August 27, 2020: Main Library, 96 S. Grant Ave., Columbus, OH 43215

10:45 am Audit Committee Meeting (Carnegie Room)

12:00 pm Board Meeting (Carnegie Room)

Thursday, September 17, 2020: Main Library, 96 S. Grant Ave., Columbus, OH 43215

10:00 am Finance Committee Meeting (Carnegie Room)

Wednesday, September 23, 2020: Whetstone Branch, 3909 N. High St., Columbus, OH 43214

12:00 pm Board Meeting

Thursday, October 22, 2020: Northern Lights Branch, 4093 Cleveland Ave., Columbus, OH 43224

11:15 am Nominating Committee Meeting (Rooms 2 & 3)

12:00 pm Board Meeting (Rooms 2 & 3)

Following Records Commission Meeting (Rooms 2 & 3)

Thursday, November 19, 2020: Main Library, 96 S. Grant Ave., Columbus, OH 43215

10:00 am Finance Committee Meeting (Carnegie Room)

Thursday, December 3, 2020: Main Library, 96 S. Grant Ave., Columbus, OH 43215

10:45 am Audit Meeting (Carnegie Room)

12:00 pm Board Meeting (Carnegie Room)

\*Board Meeting Locations are subject to change and will be confirmed in advance.



Anyone from the public interested in attending a Columbus Metropolitan Library Board of Trustees meeting should see the Policy & Procedure, Board Meetings and Public Participation, section D. Public Appearance Before CML'S Board. (Attached)

If attending, please contact the Chief Financial Officer/Fiscal Officer's office at 614-849-1037. The following information will be requested:

- a. Name, address, e-mail and phone number of person requesting to speak
- b. Subject on which he/she wishes to speak



## BOARD MEETINGS AND PUBLIC PARTICIPATION

### Board Policy:

**DATE REVIEWED: 12/04/2014**  
**DATE APPROVED: 12/04/2014**  
**EFFECTIVE DATE: 12/11/2014**  
**REPLACING POLICY EFFECTIVE: 04/18/20129**

The Columbus Metropolitan Library (CML) fully complies with the Sunshine Law, Ohio Revised Code (ORC) § 121.22. The Chief Financial Officer/ Fiscal Officer shall implement such procedures as are necessary to comply with ORC § 121.22 and advise the Board of Trustees (the Board) from time to time regarding these procedures.

Public participation at Board Meetings is subject to the guidelines and administrative procedures listed below.

### Administrative Procedures:

**DATE APPROVED: 12/04/2014**  
**EFFECTIVE DATE: 12/11/2014**  
**REPLACING PROCEDURE EFFECTIVE: : 12/01/2009**

#### A. Types of Meetings and Notice

Four different types of meeting exist and the notice requirements differ for each type:

- Annual Meeting
- Regular Meetings
- Special Meetings
- Emergency Meetings

##### 1. Annual Meeting

The Board shall hold an Annual Meeting in January of each year, at a time and place agreed upon by a majority of the members. At the Annual Meeting, the Board shall elect its Officers, appoint its Fiscal Officer and fix the bond thereof, fix the time and place for its regular monthly meeting, and conduct such other business of an organizational nature as may come before it.

The CML's Marketing Department will provide announcements of the Annual Meeting. This announcement shall be disseminated to those requesting notification, including news media and other persons, at least five days in advance of the meeting.

The notice for the Annual Meeting of the Board will provide the date, time, and location of The Annual Meeting.

Public notices of upcoming meetings also will be physically posted at the Main Library as well as on the CML's website ([www.columbuslibrary.org](http://www.columbuslibrary.org)).

## 2. Regular Meetings

A Regular Meeting is held at prescheduled intervals, at the regularly scheduled and established times and places.

CML's Marketing Department will provide announcements of all regular Board and Committee meetings. These announcements shall be disseminated to those requesting notification, including news media and other persons, at least five (5) days in advance of the meeting.

The notice for Regular Meetings of the Board and all Committees will provide the date, time, and location of the Regular Meeting.

Public notices of these upcoming meetings will be posted on CML's website ([www.columbuslibrary.org](http://www.columbuslibrary.org)).

The Board may conduct an executive session per the requirements of the ORC. Attendees at this meeting are by Board invitation only.

## 3. Special Meetings

A Special Meeting is any meeting other than a regular meeting.

CML's Marketing Department will provide announcements of all special Board and Committee meetings. These announcements shall be disseminated to those requesting notification, including news media and other persons, at least twenty-four (24) hours in advance of the meeting.

The notice for Special Meeting of the Board and all Committees will include the date, time, location, and purpose of the *special* meeting.

Business conducted during a special meeting can only be related to the announced purpose.

Public notices of these upcoming meetings will be posted on CML's website ([www.columbuslibrary.org](http://www.columbuslibrary.org)).

## 4. Emergency Meetings

An Emergency Meeting is a meeting that is convened because a situation requires immediate official action and cannot be the result of the Board's own failure to meet earlier.

CML's Marketing Department will provide announcements of all emergency Board and Committee meetings. These announcements shall be disseminated to those requesting notification, including news media and other persons, as soon as it is determined that an emergency meeting is necessary.

The notice for Emergency Meeting of the Board and all Committees will include the date, time, location, and purpose of the Emergency Meeting.

Business conducted during an Emergency meeting can only be related to the announced purpose.

Public notices of these upcoming meetings will be posted on CML's website ([www.columbuslibrary.org](http://www.columbuslibrary.org)).

#### B. Requesting Notification

The news media and any person can receive notification of all Board and Committee meetings by making a written request for such notification to CML's Marketing Department, including the preferred method of notification.

Any person may also request through these procedures notice of all meetings at which any specific type of business is to be discussed.

It is the responsibility of the news media and any person to keep the Library's Marketing Department advised of changes to their preferred method of notification.

Instructions on how to request notification will be included with each meeting posting on the public bulletin boards at the Main Library as well as on the CML's website ([www.columbuslibrary.org](http://www.columbuslibrary.org)).

#### C. Documentation of Public Notification

For each meeting, the Marketing Department will document the identities of specific news media and other persons who were notified of the particular meeting and the method of notification.

The documentation will be filed with CML's Chief Financial Officer/ Fiscal Officer. The Chief Financial Officer/Fiscal Officer will review each meeting's document to ensure that the notifications were made in a timely manner and that the documentation is sufficient and accurate.

#### D. Public Appearance Before CML'S Board

1. All meetings of the Board or Committees of the Board are open to the public. Because space may be limited for seating, citizens interested in attending the meeting are encouraged to contact the Chief Financial Officer/Fiscal Officer

so that sufficient seating may be provided. If the attendance will exceed the capacity of the Board Room, the Chief Financial Officer/Fiscal Officer will move the meeting, with the approval of the Board President, to a more appropriate location.

2. While Board meetings and Committee meetings are open to the public for attendance, the purpose of these meetings is to allow the Board and Committees to transact the normal business of the institution. For this reason, interruptions by the public cannot be permitted. Board and Committee meetings are not public hearings.
3. Any person wishing to appear before the Board or Board Committees to speak on any matter must sign in at the meeting and are requested to provide the following information:
  - a. Name, address, e-mail and phone number of person requesting to speak.
  - b. Subject on which he/she wishes to speak
4. Any person who wishes to address the Board concerning a given item on the agenda will be allocated time not to exceed five (5) minutes.
5. The number of speakers on any given topic may be limited to three (3) speakers in opposition and three (3) speakers in favor of each item, at the discretion of the President.

**Related Policy/Procedure:**

- [Bylaws of the Board of Trustees](#)
- [Conflict of Interest](#)