

# Clymer-French Creek Free Library

## CLYMER-FRENCH CREEK FREE LIBRARY OPEN MEETINGS POLICY

All Board meetings fall under the provision of the Open Meetings Law, which is discussed on page 25 in the Handbook for Library Trustees, 2018 edition.

### Meeting Guidelines:

1. Meetings shall be posted in the library, on the calendar, sent to the news media, and posted on Facebook at least one week prior to the meeting. The Corresponding Secretary is responsible for these postings.
2. Meetings shall be held quarterly, the date and hour to be set by the Board. Written notice of all meetings shall be communicated by the Secretary to each member at least five days before the meetings. Meetings are held in April, July, October, and January.
3. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
4. The annual review shall be held in January of each year.
5. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
6. The preliminary budget for the subsequent calendar year shall be presented for approval at the regular meeting in October.
7. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
8. Election of officers and the nomination of new members occurs during the third quarter meeting. Committee appointments occur during the fourth quarter meeting.
9. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
  - a. Call to Order and roll call of members
  - b. Pledge of Allegiance
  - c. Adoption of Agenda
  - d. Approval of prior Meeting Minutes
  - e. Period for public expression
  - f. Correspondence
  - g. Personnel Actions Report
  - h. Treasurer's Report
    - i. Report of receipts and disbursements

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- ii. Warrants
- iii. Presentation of projected cash flow
- i. Director's and Department Heads' reports
- j. Committee Reports
- k. Old Business
- l. New Business
- m. Period for public expression
- n. Dates of future board meetings
- o. Other Business
- p. Adjournment