

The Euclid Public Library establishes this policy to comply with the requirements of Section 121.22 of the Ohio Revised Code.

The Director of the library is designated as the person who will inform anyone seeking information as to the time and place of regularly scheduled meetings of the Board and its committees, and the time and place of all special meetings of the library Board. The Director shall post a notice at least 24 hours in advance of any regular or special meeting of the Board or its committees.

In the event anyone requests specific notification of meetings, he or she shall make the request in writing to the Director and shall provide pre-addressed, stamped envelopes with which the Director shall notify such person of the meeting. Said notice shall be mailed a reasonable time, but at least 24 hours in advance of the meeting. Compliance with the notification requirement of the statute shall be met by mailing or emailing an agenda for the meeting.

Adopted by the Board of Trustees 11/16/98