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## 1.23 Open Meetings

### Purpose

The Michigan Open Meetings Act (State of Michigan Act 267 of 1976) requires public bodies to conduct business at open meetings. This policy is written to guide Board meetings so compliance with Act 267 is maintained.

- A. Public Body** —The Richland Community Library is funded by the taxpayers of Richland Village and Richland Township; the Library Board of Trustees is the “public body” charged with governing the operation of the Richland Community Library.
- B. Meeting** – Meeting means that the Board of Trustees of the Library convenes with a quorum present (a majority of the current board members) for the purpose of deliberating toward a decision affecting the Library. When a quorum is not present, the Board is not able to deliberate, except to carry out actions as a subcommittee.
- C. Public Notice of Meetings** – The Richland Community Library Board of Trustees shall post a notice stating the dates, times and address of all its meetings.
- a. Public notice shall include the name of the public body – “Richland Community Library Board of Trustees,” the library’s telephone number, and the library address.
  - b. For regular meetings of the Board, the schedule of monthly meetings shall be posted within 10 days of the first meeting of the calendar year, in January, stating the dates, times and places of the regular meetings. The schedule shall be maintained current to reflect any changes made to the schedule.
  - c. Public notice shall be posted at least 18 hours before Board meetings in a prominent and conspicuous place at the Library and on the Library’s website. Additional postings may be placed at the discretion of the Board. The contents of the notice should be the same across placement locations.
  - d. For special, rescheduled, or irregular meetings, public notice will be posted at least 18 hours before Board meetings in a prominent and conspicuous place at the Library and on the Library’s website.
  - e. The requirement of 18-hour notice does not apply to special meetings of committees of the Library Board.

**D. Minutes** – The Board of Trustees shall record minutes of each meeting showing the date, time, place, member attendance, and any decisions made at the meeting. Proposed minutes will be available to the public within 8 business days after said meeting. Approved minutes will be available within 5 business days after the meeting at which they were approved. The Board shall make any corrections to the minutes at the next regular Board meeting to which the minutes refer. The corrected minutes should be made available before the next regular scheduled meeting of the Board after the corrected minutes are approved.