

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES OPERATING PROCEDURE MANUAL

Bloomfield Township Public Library
Board of Trustees
Operating Procedure Manual

BOARD MEETINGS

Unless otherwise voted by the Board, Board meetings are held in the Township Library at 7 p.m. on the third Tuesday of each month, except in April, when the meeting is held on the fourth Tuesday. Subject to the Open Meetings Act, meetings are always open to the public. Time is provided at each meeting for questions and/or comments from the public.

If an individual or representative of an organization wishes to bring a matter to the Board's attention, the question or matter should be put in writing, if possible, two weeks in advance, requesting that the item be placed on the agenda of the next meeting. These requests may be forwarded to the Library Director or the Board President. Timely receipt of such requests will insure proper consideration of the matter(s) and provide the Trustees, Library Director and staff with sufficient time for any necessary research or background investigation prior to Board discussion.

Consistent with the Open Meetings Act, a schedule of the meeting dates for the following fiscal year will be posted at Bloomfield Township Public Library within ten days after the first meeting in that fiscal year, stating the dates, times and places of the regular meetings. If the schedule of any regular meeting is changed the new dates, times and places will be posted within three days after the meeting at which the change is made.

Where a regular meeting is rescheduled or a special meeting is called, a public notice stating the date, time and place of the meeting will be posted at the Bloomfield Township Public Library at least eighteen hours prior to the meeting.

The notice will contain the name "Bloomfield Township Public Library Board Meeting," its telephone number, address, and web site. The notice shall also state where the official minutes of the public body are stored and are available for inspection.

The agenda for the Bloomfield Township Public Library Board Meetings will include a "Call to the Public."

Before a major motion is voted upon, a visitor may speak to the motion. There will be a three-minute time limit on each speaker which may be extended at the

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discretion of the Board. To speak, each person will give his or her name, residence address, and reason for speaking. There is an annual Public Budget Hearing in August, which meeting takes place in a room large enough to encourage attendance by the public.

Included in manual: 2/20/07