



# Putnam County District Library

## Sunshine Law and Posting of Meetings

This policy represents the Putnam County District Library's (PCDL) guidelines regarding the posting of meetings and Ohio's Sunshine Law.

### **Posting of Meetings**

Putnam County District Library board of Trustees conducts meetings in accordance with Section 121.22 of the Ohio Revised Code, the "Sunshine Law."

### **Regular Meetings**

Regular meetings of the Library Board are held the third Tuesday of each month at 4:30pm at the Ottawa Library Location. Meeting notices are posted at all library locations and on the library website, provided that the website is functional.

### **Special Meetings**

Special meetings will be posted at least 24 hours in advance at the Ottawa Library location and distributed to all other Putnam County District Library locations. They will also be published on the library website, provided that the website is functional. Any news medium organization that desires to be given advance notification of special meetings of the PCDL shall file a written request with the Fiscal Officer.

### **Emergency Meetings**

Notice of emergency meetings will be conducted in accordance with Ohio Revised Code 121.22. Emergency meetings can be called by the Director, Board, or Fiscal Officer.