

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 201.1

Subject: Notice of Choice as to Open or Closed Meetings for Personnel Matters

The undersigned is a public officer, employee, staff member of the Crawford County Library. In accordance with the Michigan Open Meetings Act, MCLA Sec. 15.268, I hereby select the option noted below.

The Board shall meet in closed session to do the following regarding my existing or possible employment or agency by or with the Crawford County Library.

- Consider periodic personnel evaluation of me
- Consider my dismissal, suspension, or discipline
- Hear complaints or charges brought against me
- Review the specific contents of an application submitted by me for employment or appointment to public office
- None of the above. I do not want the Board to meet in closed session with respect to any of the above matters, unless I specifically notify the Board to do so on a case by case basis.

I understand that regardless of the option I select, I may rescind my election to have a closed meeting or hearing at anytime upon notice to the Library Board or otherwise change my election as stated above at any time upon notice to the Library Board. In the absence of a request by me for a closed meeting regarding some or all of the above matters, I understand that the above matters for which no request for a closed meeting was made will be considered or heard by the Library Board in a meeting or hearing open to the public.

The option in this notice will remain in effect until changed by me through notice to the Library Board.

I have received a copy of this notice for my files.

Date _____ Name _____

ADOPTED: March 13, 2001

REVIEWED: