



Reed Memorial Library

Open Meetings Policy

Reed Memorial Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that library board meetings be properly posted and advertised and open to the public. In addition, working sessions of the board must be advertised and open if a quorum of the board is expected to attend.

Notice of Meetings

Notices of board meetings are posted in the library, posted to the library's online calendar of events, and published on the library website at least 72 hours in advance and submitted to the local newspaper at least one week prior to the meeting.

Posting of Documents

Documents to be discussed will be available upon request 24 hours prior to the open meeting in which such documents will be discussed. The meeting agenda will be posted on the library website at least 24 hours prior to the open meeting.

Meeting minutes will be posted to the library website within two weeks of the date of the meeting.

Virtual Meetings

If virtual meetings are permitted under Open Meetings Law, the public notice for such meeting shall inform the public of the internet address for joining the meeting. Unabridged video recordings or unabridged audio recordings or unabridged written transcripts of such meetings may be deemed meeting minutes.

If a trustee phones in for a virtual meeting they are counted toward the quorum and may vote. If a trustee phones in for an in-person meeting they are not counted toward the quorum and may not vote.

Executive Sessions

During an open meeting of the board, the board may go into executive session during which the public is excluded. The board must vote to enter executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies.

Minutes

As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes of a regular session of the board must consist of "a record or summary of all motions, proposals,

resolutions, and any other matter formally voted upon and the vote thereon.” Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required.

This policy is intended to conform to NYS Open Meetings Law, and shall be interpreted and applied with that intent.

Approved by the Board of Trustees: March 2, 2022