

## OPEN MEETINGS POLICY

In accordance with New York State's Open Meeting Law, as well as Education Law Title 3, Article 5, Section 260a, the Town of Gainesville Public Library ("the Library") opens their Board of Trustees ("the Board") meetings to the general public. Closed, or executive sessions may be called as a portion of the open meeting and appropriate business transacted therein.

The minutes of the open meeting and of the executive session are compiled on the Library's website and are also available upon request. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the resulting vote. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the resulting vote.

The calendar of regular Board meetings is voted on by the Board in the December meeting prior to the start of the fiscal year in January. The time and place of each meeting is published on the Library's website.

### **1. Opportunity for Public Comment**

Board meetings are for the conduct of Library business. They are not public hearings about Library affairs. Although the Open Meetings Law makes no provision for public participation, members of the public, regardless of residency, can speak at Board meetings during the Opportunity for Public Comment at the start of the meeting. Time to speak is limited to three minutes per member of the Public and must pertain to issues related to the Library.

### **2. Online meetings**

In instances where it is not safe or possible to meet in person, and as permissible by law or executive order of New York State, the Board will meet online. In such cases, the online meetings will be open to the public and the meeting information and registration instructions will be shared via the Library's events calendar.

Adopted by the Board of Trustees: March 14, 2005

Amended: October 10, 2022