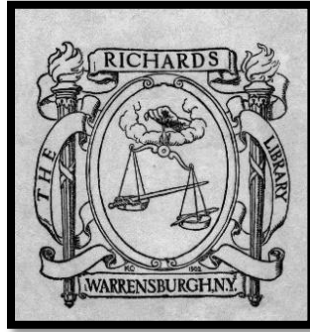


The Richards Library Policies



Open Meeting Policy

The following are rules and regulations of The Board of Trustees of The Richards Library. These are effective 3 March 2020 and will be reviewed biannually.

Legislative Declaration: It is essential to the maintenance of a democratic society that the Library's business be performed in an open and public manner and that the citizens of Warrensburg and Thurman be fully aware of and able to observe the performance of the Richards Library Board of Trustees and attend and listen to the deliberations and decisions that go into the making of Library policy. The people must be able to remain informed.

Short Title: This policy shall be known and may be cited as the "Open Meeting Policy".

Definitions: As used in this policy:

- 1) "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.
- 2) "Public body" means any entity for which a quorum is required in order to conduct Library business and which consists of four (4) or more members, performing a Library function.
- 3) "Executive session" means that portion of a meeting not open to the general public.

Open Meetings and Executive Sessions:

- a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with Conduct of Executive Sessions of this policy.
- b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law.
- c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity for the public to attend, listen and observe at any site at which a member participates.
- d) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in appropriate facility which can adequately accommodate members of the public who wish to attend such meetings.

- 1) Any meeting of a public body that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means. As used herein the term "broadcast" shall also include the transmission of signals by cable.
- e) Library meeting minutes are available to the public.

Public Notice:

- 1) Public notice of the time and place of a meeting scheduled shall be posted at least one week prior thereto shall be posted on the Library's web page and any other associated social media platforms.
- 2) If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identity of the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.
- 3) If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the website streaming such meeting.

Conduct of Executive Sessions:

Upon a majority vote its total membership, or a majority of the minimum quorum, taken in an open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no formal vote shall be taken to appropriate public moneys:

- a) matters which will imperil the public safety if disclosed;
- b) any private matter which may disclose the identity of a Staff or Board member;
- c) discussions regarding proposed, pending or current litigation
- d) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- e) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Minutes:

- 1) Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- 2) Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law.
- 3) Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting.

Enforcement:

Any aggrieved person shall have standing to enforce the provisions of this policy against a public body.

Construction with Other Laws:

- 1) Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to public access than this policy shall be deemed superseded hereby to the extent that such provision is more restrictive than this policy.

2) Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this policy shall not be deemed superseded hereby.

3) Notwithstanding any provision of this policy to the contrary, a public body may adopt provisions less restrictive with respect to public access than this policy.

Severability: If any provision of this policy or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the policy or the application thereof to other persons and circumstances.

**This Policy was developed from the current NYS Open Meeting Law
Revised, Updated, Reviewed and Approved on: 3 March 2020**