



WATERFORD

PUBLIC LIBRARY

Know and Grow, for the Journey Ahead

OPEN MEETINGS POLICY

This Open Meetings policy is in compliance with New York State [Education Law §260-a](#); and [Public Officers Law, Article 7](#)

1. The Waterford Public Library welcomes the public to all Library Board of Trustee meetings. Public comments to the Board are welcomed and taken seriously by the Board and staff. The Board of Trustees will provide time in the agenda at every Board meeting for comments from the public. The Public is always welcome to speak to the Board, however, they are also reminded that they may address their concerns directly at any time to the library director. Written comments may be left at the circulation desk.
2. **In compliance with § 103(e) of the Open Meetings Law**, notice of all Waterford Public Library Board of Trustee meetings will be posted in the library, advertised in a local media, and posted on the Library web page **at least 24 hours prior** to each regularly scheduled meeting.
3. **Board members who are videoconferencing from a remote location that is not open to in-person public attendance do not count toward a quorum. They may, however, fully participate and vote if a quorum has otherwise been met. Also, if participating remotely, the meeting must be recorded and that recording must be made available to the public.**
4. All persons wishing to address the Board are required to sign in prior to the call of order and will be recognized in the order in which they signed-in. Each speaker is given a maximum of five (5) minutes to address the Board. Speakers must limit their topic to library matters only. The Board President or the Trustee presiding at the meeting will introduce each registered speaker and will keep track of the time. The board appreciates comments from the public, but may not address the issues. If the speaker wishes to share additional comments, he/she may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board.
5. Business presentations must be pre-approved through the library Director
6. Educational sessions in which the Board does not conduct business are exempt from the Open Meetings Law and this policy.

Approved by Board of Trustees April 11, 2023

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7. Minutes will be prepared for all Board Meetings. The Secretary will maintain hard copies of the minutes. The minutes will also be posted on the Waterford Public Library website and available to the public. These minutes will be available in draft form within three weeks of each meeting. If revisions are necessary, an update will be posted after the Board approves the minutes.
8. The Board may call an executive session and exclude the public and news media for any of the following purposes:
 - a. Discussions regarding proposed, pending or current litigation.
 - b. 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.