



# Western Sullivan Public Library

## BOARD MEETINGS POLICY

The Board of Trustees of the Western Sullivan Public Library operates in accordance with New York State's Open Meetings Law (see *Education Law §260* and *Public Officers Law, Article 7*). This law requires that board meetings be properly posted and advertised and that they be open to the public, except for those portions which qualify as executive sessions. Notice of all board meetings will be sent to the news media and posted on the Library's website and public bulletin board.

Regular Board meetings will take place on the day and time designated by the Board, except as modified. The meeting schedule is posted at the Library branches and on the Library's website.

If a special meeting is scheduled, public notice of the time and place will be sent to the news media and conspicuously posted at the branches and on the Library's website at least 72 hours before the meeting.

Records subject to release under the *Freedom of Information Law (FOIL)*, as well as any proposed rule, regulation, policy or amendment that is on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request and posted on the Library's website, to the extent practicable, 24 hours prior to the meeting.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used. Voting may be done through videoconferencing, provided that a quorum is present at the physical location and members can be both seen and heard voting and participating from remote locations. The minutes of the meeting must reflect which members participated by video conference.

The Director will prepare the meeting agenda and review it with the Board President before posting it to the library's Board Libguide. The agenda will then be distributed to Board members one week before the regular meeting. The President or other Board members will submit requests to place matters on the agenda to the Director.

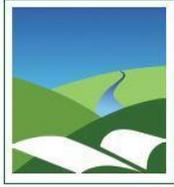
### **Recording Meetings**

Any meeting that utilizes video conferencing shall be recorded and the recording shall be posted to the Library's website within five days of the meeting.

### **Public Participation at Board Meetings**

The Board encourages public participation on library-related matters at Board meetings. Public Comment Period is limited to 30 minutes. Periods may be extended or added by a majority vote of the Board.

Persons wishing to address the Board shall state their name and address, as well as provide written contact information such as email or telephone number on the public comment form. Any group or organization wishing to address the Board must identify a single spokesperson and shall state the name of their organization and the community in which it is based.



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Each speaker is allowed a maximum of three minutes. Discussion involving individual library personnel is not permitted in public session. Persons wishing to discuss matters involving individual library personnel should present their comments and/or concerns to the Director during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, and statements advocating racial, religious, or other forms of prejudice will not be tolerated. Refer to the Library's *Code of Conduct*.

Persons making presentations at a Board meeting shall address remarks to the President and shall not direct questions or comments to Board members or other library staff.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy.

## **Minutes**

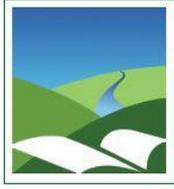
Written minutes must be kept for all meetings of the Board. The minutes shall be prepared promptly and shall set forth an accurate record of votes and actions taken at each meeting. Unapproved minutes shall be made available on the library's website no later than two weeks after the meeting. Approved minutes will be posted on the library website.

## **Quorum**

The quorum for any Board meeting is five members. No formal action will be taken at any meeting where a quorum is not present. Unless otherwise required by law, official action will only be taken by approval of the majority of the full Board.

## **Use of Parliamentary Procedure**

The business of the Board shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of *Robert's Rules of Order*.



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## PUBLIC COMMENT FORM

Name	Address	Email Address or Telephone number	Organization (if applicable)