



Open Meetings Law Policy

The Roeliff Jansen Community 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 or Board committees must be advertised and open if a quorum of the Board is expected to be present.

Notice of Meetings

Notice of board meetings are posted in the Library and on the Library's calendar of events at least 72 hours prior to the meeting and are submitted to the local newspaper at least one week prior to the meeting. Regular meetings of the Board are held on the third Tuesday of each month, at 6 p.m., unless changed for holidays or other reasons.

Posting of Documents

Documents to be discussed at the Board meeting will be available upon request and posted to the Library's website 24 hours prior to the open meeting at which they will be discussed. Meeting minutes will be posted to the Library website within two weeks of the date of the meeting.

Executive Sessions

During an open meeting of the Board, the Board may go into executive session during which they public is excluded. The Board must vote to go into 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 for 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 consist of a summary of all motions, proposals, resolutions, and any other action taken and the resulting vote. Minutes of an executive session are required only if the Board takes formal action. If no vote or other action is taken, no minutes are required.

Opportunity for Public Comment

Board meeting are for conducting Library business. They are not public hearings about Library affairs. Although the Open Meetings Law makes no provision for public participation—only for public access to attend and listen to the deliberations and decisions that go into the making of public policy—the Roeliff Jansen Community Library does allow for public participation during

designated public comment periods. Observers may participate in discussions only if recognized by the Board. The President of the Board or chair of the meeting reserves the right to set a time limit on any public comments. Comments must pertain to issues related to the Library.

Adopted by the Board of Trustees January 17, 2023