



**Mamakating Library Board of Trustees
Open Meeting Policy
Draft: January 30, 2019**

Public Notification of Meetings

The Board of Trustees of the Mamakating Library operates in accordance with Open Meetings Law (see [Education Law §260-a](#); and [Public Officers Law, Article 7](#)). This law requires that board meetings must be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) will, in accordance with the law, be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings will be sent to the news media, noted on the Library's website and posted in a public place such as the Library bulletin board. (Educational sessions in which the board does not conduct business are exempt from Open Meetings Law.)

As the requirements of the Open Meetings Law for special legislative district libraries also apply to all committees and sub-committees of the board of which two or more trustees are members, these committees will operate in the same fashion.

Provision of Documents

Also in accordance with Open Meetings Law, when a document is scheduled to be the subject of discussion during an open meeting, the document will be made available online prior to the meeting and copies will be available for the public at the meeting.

Executive Sessions

Executive sessions, from which the public and the news media may be excluded, will be convened during an open meeting for only the following specific purposes:

- Discussions regarding proposed, pending or current litigation;
- 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;

- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the Board, but only when publicity would substantially affect the value thereof.

The board will vote to enter executive session and state the general nature of the session for its minutes.

Executive sessions may include advisors, such as the library director, system consultant or the library's lawyer.

If formal action and vote are taken in executive session, the minutes will provide a record or summary of the final determination or action the board took in the session. Alternately, the Board may adjourn from executive session and return to the regular meeting to vote on any formal action or approve specific resolutions. The appropriation of public monies will not take place in executive session.