

ROSE MEMORIAL LIBRARY ASSOCIATION

OPEN MEETINGS POLICY

INTRODUCTION

The Board of Trustees of the Rose Memorial Library Association fully supports those principles that led to the passage of New York State's Open Meetings Law, often referred to as the "Sunshine Law." This law gives the public the right to attend Library Board meetings, listen to the deliberations and debates, and watch the decision-making process in action. All Board meetings will be open to the public, except as expressly provided by law.

IMPLEMENTATION

- A meeting takes place any time a quorum of the Library Board officially gathers for the purpose of discussing Library business.
- Unless otherwise announced Board meetings will take place in the Library, which is handicapped accessible.
- Regular meetings are held once a month. The dates and times are determined at the beginning of the calendar year and at that time will be given to the news media and conspicuously posted in the Library, the Stony Point Town Hall, and on the Library's website.
- In addition, special meetings are called as needed. When scheduled less than one week in advance, notice of the date and time will be given to the news media to the extent practicable at a reasonable time prior to the meeting and public notices will be conspicuously posted in the Library, the Town Hall, and on the Library's website.
- A closed or "executive" session will be held only under those circumstances prescribed by the statute, Public Officers Law, Article 7 (Open Meetings Law), §105. At all times, the required procedural steps will be followed and the subject matter discussed will be limited to the areas permitted. At no time will a vote to expend public monies take place during an executive session.
- Minutes of an open meeting will be taken and upon request will be available to the public two weeks after the meeting. The minutes will contain a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the voting record for each.
- Minutes of an executive session will contain any action that was taken by formal vote and shall consist of a record or summary of the final determination of such action, along with the date and voting record. Upon request, a draft of the minutes will be made available to the public, one week after the meeting.

Approved by the Board of Trustees on November 19, 2003

Revised and Board Approved on January 21, 2004

Revised and Board Approved on January 18, 2012