

# **Open Meetings Policy**

The Kent Public Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that board meetings be properly posted and advertised and open to the public. A copy of New York's Open Meetings Law is available at

<http://www.dos.state.ny.us/coog/openmeetlaw.html>.

## **Notice of Meetings**

Notice of board meetings is posted on the bulletin board in the foyer of the library, posted to the library's online calendar of events, and sent to local newspapers. Regular meetings are held monthly on the third Tuesday of the month in the library at 7 p.m. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's website, in the library, and provided to local media at least 72 hours in advance if possible.

## **Public Participation in Meetings**

New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings outside of 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 public comments. If unable to attend a meeting, comments from the Public to the Library's Board of Trustees are welcome in writing, addressed to: Library Board President, Kent Public Library, 17 Sybil's Crossing, Kent Lakes, NY 10512

## **Executive Sessions**

During an open meeting of the board, the board may go into executive session during which the public is excluded. An executive session is convened only as part of a public board meeting. The board must vote to enter executive session and state the purpose of the session for its minutes. The board may take formal action and vote on any matter in executive session except 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 must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." The minutes are posted on the library's web page, [Kentlibrary.org](http://Kentlibrary.org). Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.

## **Access**

Members of the public with a physical disability who wish to attend a board meeting should notify the library director in advance to ask about an accommodation that may be available.

Approved by the Kent Library board on January 17, 2023

Review Cycle: every 5 years