

Town of Inlet Public Library

Open Meeting Policy

It is the policy of the Town of Inlet Public Library (the Library) Board of Trustees (the Board) to adhere to the New York State Open Meetings Law (the Law) to ensure that the public business of the Library is performed openly and publicly. Members of the public are invited to attend all Board Meetings to encourage the community's interaction with and participation in the work of the Library through the Board.

Members of the public attending meetings of the Board should recognize that the Board chair is under no obligation to brief attendees on matters before the Board, take questions from attendees, or include attendees in Board discussions. However, attendees may participate in discussions if invited to do so by the Board chair. Members of the public are not permitted to attend when the Board meets in executive session when an issue warrants a confidential discussion in accordance with the Law.

Procedure:

- Public notification of the date, time and location of Board meetings will be transmitted the local news media, posted on the Library's website, and in at least one public place at least three days before a regular meeting and as soon as possible for a specially called meeting.
- If a member of the public wishes to place an item on the Board's agenda such request must be submitted in writing to the Board President at least one week prior to a regular meeting. Agenda items and time allocations shall be at the discretion of the Board President.
- Minutes of each open meeting of the Board shall be taken and shall consist of a summary of motions, proposals, resolutions and any other matter formally voted upon and the vote therein, and shall be made available to the public within two weeks of the meeting. Minutes of each executive session of the Board shall consist of a summary of the final determination of any action that is taken by a formal vote, including the date and vote thereon, provided that the record need not include any matter which is not required to be made public by the freedom of information law, and shall be available to the public within one week of the date of a meeting.

Adopted 11-16-2017