

Raquette Lake Free Library - Open Meeting Policy

The Raquette Lake Free Library (“RLFL”) endorses, commits, and adheres to the New York State Open Meetings Law to ensure that any and all public business of the Library is performed openly and publicly. Members of the library and the public are invited to attend Board Meetings to participate meaningfully in shaping the library’s present and future.

Members of the library and the public attending meetings of the Board are expected to adhere to the Library’s “Patron Code of Conduct Policy”. They may address the board during the time allocated for public comments. Harassing behavior will not be tolerated. The Board would appreciate receiving lengthy and convoluted comments ~~also in writing, to ensure that all issues~~ **concerns** are captured correctly, ~~especially when public comments~~ ~~concerns written documentation such as the library’s by laws, policies, or board minutes.~~ Participating members of the library and the public recognize that the Board chair is under no obligation to brief attendees on matters before the Board, take or answer 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 Open Meetings Law.

Procedure:

- Public notification of the date, time and location of Board meetings will be posted on the RLFL’s website, as well as **physically at** the Raquette Lake Post Office and on the Library’s ~~physical information~~ bulletin board at least one week 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 a 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 **o**f 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, and shall also be made

available to the public.

Adopted on