

## OPEN MEETING POLICY

1. In accordance with NYS Open Meetings Law and the Education Law Title 1, Article 5, Section 260a, the Clyde-Savannah Public Library Board of Trustee meetings shall be open to the general public.
2. Executive sessions may be called as a portion of the open meeting and appropriate business transacted.
3. Minutes of an open meeting will consist of a record or summary of all motions, proposals, resolutions, remote attendance, and any matter formally voted upon.
4. Minutes of a public meeting will be made available two weeks following the date of the meeting.
5. Regular board meetings are scheduled for the second Tuesday of every month.
6. The Board of Trustees meet twelve (12) times each year.
7. Meetings are generally held at 5:00 pm at the library: 204 Glasgow St. Clyde NY.

Any person shall be permitted an opportunity to address the Board of Trustees under the following guidelines:

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board President.
- At the beginning of the Public Comments segments of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will be asked to provide their full name and group affiliation (if any).
- Each speaker will be allowed a maximum of five minutes to address the Board; the Board President or presiding officer will monitor time limits for each speaker.
- Comments shall relate to legitimate library business.
- All comments shall be made with civility and courtesy. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed.
- The Board is not required to provide an immediate response or take action on any speaker comments.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, thus, public comments and written materials submitted by the public may not be reflected in the minutes.

Board approved: 6/8/2003

Reviewed & revised: 2023