



Clifton Springs Library

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

www.cliftonspringslibrary.com

OPEN MEETING POLICY

In accordance with New York State's Open Meetings Law, as well as Education Law Title 1, Article 5, Section 260a, the Clifton Springs Library ("the Library") opens their Board of Trustees ("the Board") meetings to the general public. Closed, or executive, sessions may be called as a portion of the open meeting and appropriate business transacted therein.

The minutes of the open meeting and of the executive session are compiled on the Library's website and are also available upon request. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the resulting vote. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the resulting vote.

The calendar of regular Board meetings is voted on by the Board in the November meeting prior to the start of the fiscal year in January. The time and place of each meeting is published on the Library's website.

1. Opportunity for Public Comment

Board meetings are for the conduct of Library business. They are not public hearings about Library affairs. Although the Open Meetings Law makes no provision for public participation, members of the public, regardless of residency, can speak at Board meetings during the Opportunity for Public Comment at the start of the meeting. Time to speak is limited to three minutes per member of the public and must pertain to issues related to the Library.

2. Online Meetings

In instances where it is not safe or possible to meet in person, and as permissible by law or executive order of New York State, the Board will meet online. In such cases, the online meetings will be open to the public and the meeting information and registration instructions will be shared via the Library's events calendar.

Adopted by the Clifton Springs Library Board of Trustees 3/15/2023