

# South Huntington Public Library Open Meetings Policy

(Adopted 3/15/21)

(Amended October 17, 2022)

1. All regular and special board meetings of the South Huntington Public Library are open to the public.
2. Either written minutes or recordings must be kept for all meetings of the board. The minutes of action taken at every board meeting shall be promptly prepared and shall set forth an accurate record of votes and action taken at each meeting. Until approved at a subsequent board meeting minutes shall be considered nonfinal. Approved minutes will be available on the library's website.
3. Executive sessions may be held upon an affirmative vote taken in public identifying the subject to be discussed as enumerated in the state, Public Officers Law, Art. 7, section 105, which include:
  - a. Matters in connection with the employment, hiring, salary dismissal, etc. of an employee or officer.
  - b. Consultation with attorneys or discussion regarding pending or contemplated litigation.
  - c. Negotiations regarding purchasing or leasing of real estate.
  - d. Discussion of records which fit within the enumerated exemptions of Art 6 of the Public Officers Law and the Freedom of Information Law.
  - e. Any other matters subject to exemption by operation of the Public Officers Law or any other law or regulation.
4. No final legal action or vote may be taken in any executive session except if voting in public would violate the purpose of the executive session.
5. 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. There is a "Voice of the Taxpayer" item on each regular agenda. Observers should recognize that the board is under no obligation to brief observers on matters before the board or to take or respond to questions from observers. 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 of five minutes per speaker, and ninety minutes total on any public comments.

6. This policy is intended to be in conformance with the NYS Open Meetings Law, and shall be interpreted and applied with that intent.