

FORT EDWARD FREE LIBRARY Open Meeting Policy

The goal of the Fort Edward Free Library (FEFL) is to be of service to all its constituents.

As such, FEFL welcomes the public to all Library Board of Trustee meetings. This Open Meetings policy is in accordance with the Open Meetings Law and Education Law §260a.

REGULATIONS

- 1.** A notice of all FEFL Board of Trustee meetings will be posted in the library, advertised in a local media, and posted on the Library web page at least one week prior to each regularly scheduled meeting. All board meetings are open to the public and at this time are held virtually with a link posted on the library website.
- 2.** Public comments to the Board are welcomed and taken seriously by the Board and staff. The Board of Trustees will provide time in the agenda at every Board meeting for comments from the public. Since this is a Library meeting, people are requested to abide by the FEFL Behavior Policy and to be polite to one another and to the Board and staff.
- 3.** If a document is scheduled to be the subject of discussion during a meeting, that document will be available online at FEFL website if possible. If that is not possible, a copy will be available at the library for review prior to the meeting.
- 4.** Working sessions of the board will be advertised and open to the public if a quorum of the board members is expected to attend.
- 5.** The Board may call an executive session and exclude the public and news media for any of the following purposes:
 - a.** Discussions regarding proposed, pending or current litigation;
 - b.** The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - c.** The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by FEFL, but only when publicity would substantially affect the value thereof.
- 6.** Educational sessions in which the Board does not conduct business are exempt from the Open Meetings Law and this policy.
- 7.** Minutes will be prepared for all Board Meetings. The Secretary will maintain hard copies of the minutes. The minutes will also be posted on FEFL website and available to the public. These minutes will be available in draft form within three weeks of each meeting. If revisions are necessary, an update will be posted after the Board approves the minutes.

