

Notice of Meetings

Library Board meetings are to be held 6:30 pm the third Tuesday of each month from April to December and 4:30 pm from January to March.

Notice of special meetings is to be advertised 48 hours in advance by website, facebook and posted within the library.

Quorum

See the Bylaws of the Rockwell Falls Public Library.

Teleconferencing, Videoconferencing, and other forms of Communication

Meeting must take place in person or via the videoconferencing as long as the site is open to the public and sited in the notice of the meeting. Meetings may not be conducted by telephone, email, or mail. Trustees may communicate via telephone, email, or mail as a means of a series of communications as long as this does not result in a decision or a meeting being held. Trustees who are not physically present at meetings or via videoconferencing may not vote; however, they may participate in meetings from remote locations by speakerphone, provided that any discussion may be heard by the public.

Executive Sessions

During an open meeting the board may go into executive session during which the public is excluded. An executive session is convened only as part of a public board meeting. The board must vote to enter an executive session and state the nature of the sessions for its minutes. They may vote on any matter except the appropriation of public money.

Public Participation in Meetings

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 the public policy. The public may only speak during board meetings within the public comment periods. There should be two Public Expression items on each regular agenda. The president of the board reserves the right to set a time limit for public comment.

If unable to attend a meeting comments from the public to the library's Board are welcome in writing or email and addressed to the Library Board President.

Minutes

Minutes are taken at ALL board meetings. Minutes of a regular session of the board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and

the vote thereon." Although it is not required by law, most minutes also include a summary of discussions relating to the issues covered. The minutes, along with statements and other official records, are kept in a secure but accessible place and available to the public upon request to the director. Minutes must be on hand for public inspection two weeks after the meeting, even if they have yet to be approved.

Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.