Open Meetings Policy

Almond 20th Century Club Library

The library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that board meetings be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. A copy of New York's Open Meetings Law is available at https://opengovernment.ny.gov/open-meetings-law.

Notice of Meetings:
Notice of regular board meetings is published in the local newspaper at the beginning of the library's fiscal year, posted in the library, and published on the library website. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's website, in the library, and provided to local media at least 72 hours in advance if possible.

Meeting Locations:
Teleconferencing, Videoconferencing, and Other Forms of Communication Meetings of the board must either take place in person or through videoconferencing as long as the videoconference sites are open to the public and cited in the notice of the meeting. Meetings may not be conducted by telephone, email, or mail. However, it should be noted that nothing in the law precludes the trustees from conferring individually or by telephone, email, or other means as long as a series of communications among trustees does not result in a decision or a meeting being held. In addition, although trustees who are not physically present in person or through videoconference may not vote, they may participate in library board meetings from remote locations by speakerphone, provided that any discussion may be heard by the public.

Executive Sessions:
During an open meeting of the board, 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 executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies.

Public Participation:
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 public policy. It does not give the public the right to speak or participate in board meetings outside of public comment periods. 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 on any public comments. If unable to attend a meeting, comments from the Public to the Library's Board of Trustees are welcome in writing, addressed to: Library Board President

Approved by Board 1/29/2026

Approved by Board 1/29/2026

Minutes:
As required by the Open Meetings Law, 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.

Access:
Members of the public with a physical disability who wish to attend a board meeting should notify the library director in advance to ask about an accommodation that may be available.

Approved by Board 1/29/2026