



The Middleburgh Library

& Dr. Best House and Medical Exhibit

323 Main Street, PO Box 670

Middleburgh, NY 12122

(518) 827-5142

www.middleburghlibrary.info

Middleburgh Library Policy: Open Meetings

The Middleburgh 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. A copy of New York's Open Meetings Law is available at:

<http://www.dos.state.ny.us/coog/openmeetlaw.html>.

Notice of Meetings

A notice of the Board's meetings for the calendar year is posted by the library with local media, and on the library's bulletin board, online calendar and website at www.middleburghlibrary.info as well as the library's Facebook page. Regular meetings are held monthly on the third Monday at 6:00 pm in the Library Community Room. 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 bulletin board, online calendar, website and Facebook page in advance to the extent possible.

Executive Sessions

During an open meeting of the Board, the Board may go into executive session during which the public is excluded. However, executive sessions may be convened only for a limited number of purposes specified under New York law. These are:

- Matters which will imperil the public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement agency or informer;
- Information relating to a current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- 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;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. Though several of these situations do not ordinarily affect libraries, the complete list is included here to emphasize the limited conditions that justify a closed session of the Board under the law. 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 in Meetings

Members of the public are welcome to attend Board meetings. Observers are asked not to participate in any way that might impede the work of the Board. 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. 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 or chair of the Board meeting reserves the right to set a time limit on any public comments.

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 available on the library website as well as at the front circulation desk in the library. Copies of archived board documents are available to the public upon request to the Library Director ("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.

Approved by the Board May 20, 2024