



## **Open Meeting Policy of the Lee-Whedon Memorial Library Board of Trustees**

Meetings of the Board shall be open to the public. Public notice of the time and place of a Board meeting shall be given to the news media at least one week prior and shall be conspicuously posted on the Library's website and in the Library at least 72 hours before such a meeting. Public notice of the time and place of all other meetings shall be given to the extent practicable to the news media and shall be conspicuously posted on the Library's website and in the Library.

The meeting Agenda, Unapproved Minutes, Treasurer's Review, and Director's Report will be posted on the library website 72 hours in advance of the meeting. Other pertinent documents may also be posted.

All meetings shall be conducted in accordance with Roberts Rules of Order, the Open Meetings Law, and the Laws of the State of New York.

### **Public Comment Procedures**

1. Each meeting will begin with an open hearing where the public can speak. Each person may speak for up to 3 minutes. The Board meeting will begin no later than 30 minutes after the open hearing.
2. Individuals wishing to speak will be asked to provide their name, address, and topic, prior to the 4:00 p.m. start time. Any member of the public may address the Board regardless of residency.
3. In the event more than 10 people wish to speak, the Board President will decide if more time will be provided at the end of the meeting for additional comments. Additional comments must be on a topic not already commented on during the initial open hearing.
4. Library staff will distribute any information provided by the speaker for the Board. All copies must be provided by the speaker.
5. The Board will not respond during the public hearing. The Board may ask clarifying questions during the public hearing. Items brought up may be added to the current agenda, if a motion is made to do so. Otherwise they will be added to the next month's agenda. Written responses will be sent out within 2 months.
6. Members of the public must follow the library's Code of Conduct while in the meeting.