

OPEN MEETINGS POLICY

It is the intention of the Hampton Bays Public Library Board of Trustees to assure that all facets of the New York Open Meetings Law (Public Officers Law §100 et seq.) are implemented and observed with regard to all meetings governed by the statute which are conducted by the Library Board.

It is recognized that the Open Meetings Law requires that the public be provided access to all documents being considered by the Board during the course of their meeting deliberations in order to assure that there can be transparency and public accountability/ accessibility on the matter of public sessions held by the Board of Trustees of the Library.

It is further recognized that Executive Sessions held by the Library Board may only be convened following a specifically worded motion seeking an adjournment into Executive Session which identifies one or more of the statutory bases prescribed for convening to Executive Session; i.e., matters which will imperil the public safety if disclosed; any matter which may disclose the identity of a law enforcement agent or informer; information relating to the current or future investigation or prosecution of a criminal offense which would imperil or adversely affect law enforcement if disclosed; discussions regarding proposed, pending or current litigation; collective negotiations; 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.

The notice requirements assuring the public's knowledge of up-coming Board meetings are to be strictly adhered to as set forth within §104 of the Public Officer's Law, to wit:

Public notice of the time and place of a meeting that is scheduled at least one week prior to the meeting shall be given to the news media and shall be conspicuously posted in one or more public locations at least 72 hours before such meeting; public notice of the time and place of special meetings shall be given, to the extent practicable, to the news media and shall be conspicuously posted at one or more public locations at a reasonable time prior thereto; notice of a time and place of a meeting or special meeting is also to be conspicuously posted on the Library's website.

As per the dictates of the pertinent statute, minutes are to be taken at open meetings of the Library Board which is to consist of a record of a summary of all motions, proposals, resolutions and any other matter formerly voted upon and the vote thereon; minutes shall be taken at Executive Session of any action taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote only to the extent that under the terms of Freedom of Information Law exclusion of such summaries may be permitted; minutes of the Library Board are to be available, under the terms of the Freedom of Information Law, within two weeks to the date of the meeting; however, minutes taken at Executive Session are to be available within one week from the date of Executive Session; the timing of the availabilities of public minutes are to be adhered to whether or not minutes have been formally approved by the Board of Trustees.

The Hampton Bays Public Library Board of Trustees is fully cognizant of the intent of the Open Meeting Law to assure that public business be performed in an open and public manner in order that those interested citizens can attend and listen to the deliberations of the Board of Trustees that lead to decisions that lead to public policy. It is on this basis that the Board of Trustees of the Hampton Bays Public Library will make every effort to assure that this “public policy” of the State of New York is adhered to in good faith and to the extent practicable.

Adopted January 2019