

Open Meetings Policy

All meetings of the Board of Trustees of the Cutchogue New Suffolk Free Library will be held in accordance with New York State Open Meetings Law.

For all regular and scheduled special meetings of the Board of Trustees, the Cutchogue New Suffolk Free Library shall give adequate notice to all members and to the community, including posting notice of the time and place of meetings on the Cutchogue New Suffolk Free Library's website. If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public and news media at least 72 hours prior to the meeting.

When a special meeting is scheduled less than a week in advance, the Cutchogue New Suffolk Free Library shall provide or electronically transmit public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the Library website.

Matters upon which Board action is desired or which a Cutchogue New Suffolk Free Library patron wishes to be placed on the Board's agenda should be submitted in writing to the Board of Trustees, care of the Library Director at least one week in advance of the Board meeting.

During each meeting, there will be two periods of public expression wherein the public is invited to bring to the Board's attention matters pertaining to the Library for its information.

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken in executive session. Matters discussed in Executive Sessions must be treated as confidential; that is, never discussed outside of that Executive Session. The action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting.

Purposes for executive sessions include:

- a. Matters that will imperil the public safety if disclosed;
- b. Any matter that may disclose the identity of a law enforcement agent or informer;
- c. Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- d. Discussions regarding proposed, pending or current litigation;
- e. Medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of any particular person or corporation;
- f. Preparation, grading or administration of examinations;

- g. Proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

The Board of Trustees shall maintain a complete and accurate set of minutes of each meeting, except that minutes shall not be taken of executive sessions. Such minutes shall constitute the official record of proceedings of the Board of Trustees.

Videoconferencing may be used to conduct public meetings and the meetings of its committees and subcommittees when members are unable to be physically present due to extraordinary circumstances.

- I. The minimum number of members must be present to constitute a full quorum either in the same physical location or at locations where the public can attend.
- II. Except as provided in paragraph (a) of this section, board members must be physically present at the meeting unless there are extraordinary circumstances, which include disability; illness; caregiving responsibilities; or any other significant or unexpected factor, which precludes the member's physical attendance at the meeting.
 - a. If the Board of Trustees is unable to meet in person due to (i) an emergency declared by the governor pursuant to Section 28 of the Executive Law, or (ii) a local state of emergency declared by the chief executive of a county, city, village or town pursuant to Section 24 of the Executive Law, provided that the Board of Trustees determines the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.
- III. The public notice of the meeting will indicate that videoconferencing will be used, how to view and/or participate, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend, if applicable.
- IV. Additional procedures when videoconferencing will be used at a public meeting:
 - a. Board members must be heard, seen and identified.
 - b. The minutes of the meeting must include any members who participated remotely.
 - c. The meeting will be recorded and available on the Library website within 5 business days after the meeting. The recording shall remain available for 5 years thereafter. Upon request, the recording will be transcribed.
 - d. The public will be provided with the opportunity to view the meeting via video and participate via videoconference during public expression.
 - e. All meetings conducted using videoconferencing or which are broadcasted will use technology that permits access to individuals with disabilities consistent with the Americans with Disabilities Act.