

**STILLWATER PUBLIC LIBRARY  
OPEN MEETINGS POLICY**

**Meetings**

1. Every meeting of the Board of Trustees shall be open to the general public, except that an executive session may be called and business transacted thereat in accordance with this policy.
2. All reasonable efforts will be made to ensure that meetings are held in an appropriate facility, which can adequately accommodate members of the public who wish to attend such meetings.

**Public notice**

1. Public notice of the time and place of a meeting scheduled at least one week prior will be posted on the library website and on the public notice board at least seventy-two hours before such meeting.
2. Public notice of the time and place of every other meeting will be posted on the library website and on the public notice board at a reasonable time prior thereto.

**Conduct of executive sessions**

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session for the following purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
  - a. matters which will imperil the public safety if disclosed
  - b. any matter which 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 which would imperil effective law enforcement if disclosed
  - d. discussions regarding proposed, pending or current litigation
  - e. collective negotiations pursuant to article fourteen of the civil service law
  - f. 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
  - g. the proposed acquisition, sale or lease of real property

2. Attendance at an executive session will be permitted to any member of the public body and any other persons authorized by the Board of Trustees.

### **Minutes**

1. Minutes will be taken at all regular meetings of the Board of Trustees, and will consist of a summary of all motions, proposals, resolutions and any other matter formally voted upon to include said vote.
2. Minutes will be taken at executive sessions of any action that is taken by formal vote, which will consist of a record or summary of the final determination of such action, as well as the date and vote results. This summary need not include any matter that is not required to be made public by the Freedom of Information law.
3. Minutes of all meetings shall be available for public inspection and copying at:

Stillwater Public Library  
662 Hudson Avenue  
Stillwater, New York 12170

**Approved: September 12, 2017**

**Review Date:**