



OPEN MEETINGS POLICY SACHEM PUBLIC LIBRARY BOARD OF TRUSTEES

In accordance with New York State's Open Meetings Law, members of the public are welcome to attend Sachem Public Library's Board of Trustees meetings. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. Library Board meetings are for the conduct of library business. The responsible expression of a resident's viewpoint is considered essential to the Board's deliberations and the efficient operation of the Library. Recognizing the responsibility for proper governance, and the need to conduct the Board's business in an orderly, efficient manner, the following procedure is established to receive input from district residents.

Regulations for Public Input at Library Board Meetings

- Audience participation is limited to the portion of the meeting designated for Public Expression.
- When speaking before the Board, individuals are asked to state their name and address for the record.
- Each person may speak for a maximum of two minutes.
- Public input is limited to comments on matters involving Library business or operations.
- Personal complaints against Library staff or Board members shall not be received by the Board in an open meeting. Any such complaint shall be presented to the Library Director in writing for appropriate action.
- Individuals attending board meetings must conduct themselves with respect and civility towards others in accordance with the Library's Public Behavior Policy. Language which the Board perceives to be reasonably offensive or threatens the orderly and fair progress of the discussion is prohibited.
- Board members are not obligated to respond to comments from the public, but the presiding officer may recognize a board member seeking clarification.
- Issues requiring possible action by the board may be added to a future meeting's agenda.
- The Board may direct the Library Administration to investigate and report back at a future designated meeting.
- When the Board conducts Special Board Meetings there will be no Public Expression section.
- If the Board of Trustees is unable to meet in person due to an emergency; infectious disease outbreak and/or under direct edict of a state or county executive order, the Board will comply with such directives and meet virtually. This may preclude public comment from occurring during the virtual meeting.

Notice of the regular meeting dates will be posted in the library, in the library's newsletter and on the library's website.