

PALISADES FREE LIBRARY
OPEN MEETINGS POLICY

1. All regular, special, and working board meetings of the Palisades Free Library are open to the public.

2. Executive sessions, convened during an open meeting, may be closed to the public and media if the following is discussed as set forth in Public Officers Law (P.O.L.), Article 7 (Open Meetings Law), section 105:
 - Matters which will imperil the public safety if disclosed;
 - Any matter which may disclose the identity of a law enforcement agency or informer;
 - Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - Discussions regarding proposed, pending, or current litigation;
 - 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;
 - Discussions of records which fit within the enumerated exemptions of Art. 6 of the (P.O.L.), the Freedom of Information Law;
 - Any other matters subject to exemption by operation of the P.O.L. or any other law or regulation.

3. Written minutes must be kept for all meetings of the Board. The minutes shall be prepared promptly and shall set forth an accurate record of votes and action taken at each meeting. Until approved at a subsequent Board meeting, minutes shall be considered as non-final. Unapproved minutes shall be made available upon request. Approved minutes will be posted on the Library website.

4. The dates and times of the Board Meetings will be posted at the Palisades Free Library and the Library website ~~Palisades Post Office~~ at least ~~one week~~ three days in advance.

5. Public Comments:
 - The Library Board of the Palisades Free Library welcomes attendance by members of the public at its meetings.
 - A period of time for Public Comments may be designated at the beginning of the meeting.
 - Individuals wishing to address the Board must be recognized by the president.
 - After identifying themselves speakers will make comments as briefly as the subject permits: three minutes or less.

- The board president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. In addition, the Board President may extend the time limit for a particular speaker.
- The Library Board will listen to public comments and may ask questions for clarification, but will not engage in discussion or debate. If there is a need for response from the Board, it may come at a later time

6. This policy is intended to be in conformance with the NYS Open Meetings Law, and shall be interpreted and applied with that intent.

Adopted by the Board of Trustees February 11, 2009

Updated June 9, 2021