



Open Meetings Policy

In accordance with [New York State's Open Meetings Law](#), as well as Education Law Title 1, Article 5, Section 260a, the Geneva Public Library (“the Library”) opens its Board of Trustees (“the Board”) meetings to the general public. Closed or executive sessions may be called as a portion of the open meeting and appropriate business transacted therein.

The minutes of the open meeting and the executive session are compiled on the Library’s website and available upon request. The open meeting minutes consist of a record or summary of all motions, proposals, resolutions, and any matter formally voted upon and the resulting vote. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the resulting vote.

The calendar of regular Board meetings is voted on by the Board in the June meeting prior to the start of the fiscal year in July. The time and place of each meeting is published on the Library’s website.

1. Opportunity for Public Comment

Board meetings are for the conduct of Library business. They are not public hearings about Library affairs. Although the Open Meetings Law makes no provision for public participation, members of the public, regardless of residency, can speak at Board meetings during the Opportunity for Public Comment at the start of the meeting. Time to speak is limited to three minutes per member of the public and must pertain to issues related to the Library.

2. Online Meetings

Currently, the Library does not hold hybrid meetings. As permissible by law or executive order of New York State when it is unsafe or not possible to meet in person, the Board will meet online. In such cases, the online meetings will be open to the public, and the meeting information and registration instructions will be shared via the Library’s [events calendar](#).

Adopted by the Board of Trustees: March 30, 2006

Amended by the Board of Trustees: 9/28/2011, 12/21/2016, 11/28/2018, 7/29/2020, 7/28/2021, 3/30/2022, 7/27/2022, 6/28/2023

Reviewed by the Policy Review Committee: 6/12/2023