



OPEN MEETING POLICY

The Board of Trustees of the Palmyra Community Library complies with the provisions of Article 7 of the New York State Public Officers Law, also known as the Open Meetings Law, which reads in part:

Sec. 100. Legislative declaration.

It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonwealth will prosper and enable the governmental process to operate for the benefit of those who created it.

Sec. 102. Definitions.

As used in this article:

“Meeting” means the official convening of a public body for the purpose of conducting public business.

“Public body” means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body of such public body.

“Executive session” means that portion of a meeting not open to the general public.

Sec. 103. Open meetings and executive sessions.

Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section ninety-five of this article.

Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law.

Sec. 104. Public notice.

Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.

Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.

The public notice provided for by this section shall not be construed to require publication as a legal notice.

Sec. 105. Conduct of executive sessions.

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, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- matters which will imperil the public safety if disclosed;
- any matter which may disclose the identity of a law enforcement agent 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;
- collective negotiations pursuant to article fourteen of the civil service law;
- 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 preparation, grading or administration of examinations; and
- 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.

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

- In instances where it is not safe to meet in person, and as permissible by law or executive order of New York State, the Board will meet on line. In such cases, the online meeting will be open to the public and the meeting information and registration instructions will be shared via the Events Calendar on the Library's website.
- A period for public comment will be scheduled on each meeting agenda of the Palmyra Community Library Board of Trustees. An individual may speak for no longer than three minutes and may comment on any matter related to library business. The Board reserves the right to adjust the time limit based upon the number of people wishing to make public comment. This will be determined, as necessary by the Board President or designee. Questions and comments from the public will be taken under consideration by the trustees who will respond at a later date after any necessary research.
- Public participation will be governed by the Library's Code of Conduct Policy.

Adopted: Oct. 15, 2009

Amended: Apr. 15, 2010, July 18, 2019

Amended: April 20, 2023