
500.04 - Board Meetings

Statement of Purpose

In accordance with Article 7 of New York State's Public Officer's Law, as well as Education Law Title 1, Article 5, Section 260a, the Haxton Memorial Public Library's Board of Trustee meetings shall be open to the general public in order to encourage communication with those interested in library activity. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. Executive sessions may be called as a portion of the open meeting for appropriate business transacted in accordance with Article 7, Section 105 of Public Officers Law.

Guidelines

Library Board meetings are for the purpose of conducting library business. Public attendees should recognize that the Board of Trustees are under no obligation to brief them on matters before the Board, take questions, or include a public attendee in a board discussion except during the period of public expression.

Recognizing the responsibility for proper governance, and the need to conduct the Library Board of Trustee's business in an orderly, efficient manner, the procedures outlined below are established to receive input from public attendees.

Procedures for Public Input at Library Board Meetings

- Audience participation is limited to the portion of the meeting designated for public expression.
- Any person, or group, who wishes to speak is asked to register upon arrival and indicate group affiliation (if applicable).
- 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 five 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 Manager in writing for appropriate action.
- Individuals attending board meetings must conduct themselves with respect and civility towards others. 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 may seek clarification.
- Issues requiring possible action or investigation may be added to a future meeting's agenda.
- Any person, or group, who wishes to place a topic on the official agenda of the Board is asked to contact the Library Manager at least one week in advance of the Board meeting.
- When the Board conducts Special Board Meetings there will be no Public Expression section.

Board Meetings

If the Library Board of Trustees are 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 either reschedule the meeting or meet virtually. This may preclude public comment from occurring during a virtual meeting.

Regular Board meetings shall be held each month with the dates and time set by the Board annually.

Notice of the regular meeting dates will be posted in the Library, on the Library's website and The Batavian's Community Calendar.

Meeting Minutes

Minutes from Board meetings will consist of a record or summary of all motions, proposals, resolutions, attendance, and any matter formally voted upon and the vote thereon.

Minutes from Board meetings will be posted to the Library's website and otherwise made available two weeks following the date of the meeting.

Adopted: November 18, 2024

Reviewed:

Revised: