

Unadilla Public Library Open Meeting Policy

The public business will be performed in a manner open and public and that the community be aware of and able to observe, attend and listen to the deliberations and decisions made. The meetings are the convening of the Library Trustees (the quorum in order to conduct public business) for purpose of conducting library business.

Open Meetings and executive sessions:

*Every meeting of the Library Board shall be open to the general public, except that an executive session of the Board may be called.

* The Library has facilities that permit barrier-free physical access to the physically handicapped, and which can adequately accommodate members of the public who wish to attend.

Public notice:

- Public notice of the time and place will be available and posted on the website, Facebook, on the Library public board, and in the newspaper.

Minutes:

- Minutes shall be written at all open Library Board meetings which shall consist of a record of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- Minutes of the meeting shall be available to the public.
- Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record of the final determination of such action, and the date vote thereon. However, it is not required to be made public.
- At the beginning of the following meeting minutes shall be discussed, amended if necessary, and approved. Upon approval, the minutes will be marked as approved and dated as such.

Adopted: January 20, 2020