

The Sand Lake Town Library

Policy #135

Policy Manual

Issued:

Approved: Dec. 15, 2011

(Policy #118 Rescinded)

Subject: Open Meetings

Policy: It is the policy of the Sand Lake Town Library (SLTL) Board of Trustees to adhere to the NYS Open Meetings Law to ensure that the public business of the SLTL is performed openly and publicly. Members of the public are invited to attend all Board meetings to encourage the community's interaction with and participation in the work of the SLTL through its Board of Trustees.

Procedure: Public notification of Board meetings will appear in The Advertiser (the local weekly publication), on the SLTL's website, and on the SLTL's bulletin board.

If a town resident wants to place a subject on the agenda:

Such request must be submitted in writing to the Board President at least one week prior to any meeting.

The request shall contain an estimate of time for presentation and shall be limited to five minutes.

All agenda items and time allocations shall be at the discretion of the Board President.

The Board President may limit individual comments in the interests of time and efficiency. The Board President is not obligated to brief the public on items prior to Board meeting, take questions from the public at other times during Board meetings, or involve the public in Board discussions during the meetings.