

## **The Naples Library 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 Naples Library opens their Board of Trustee meetings to the general public. Closed, or executive, sessions may be called as a portion of the open meeting and appropriate business transacted thereat.

The minutes of the open meeting and of the executive session are available upon request. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the date and vote thereon. Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. \*

The Naples Library Board of Trustees meets monthly. The date and time to be determined at the board's organizational meeting in July. Notice of the date, time, and place of each meeting is given to the public and news media at least 72 hours in advance of the meeting.

\*<http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on November 21, 2017.  
Amended by the Naples Library Board of Trustees on February 20, 2018.