

## **Open Meeting Policy**

In accordance with New York State's Open Meeting Law, as well as Education Law Title 1, Article 5, Section 260a, Eagle Free Library opens their board of Trustees meetings to the public. Closed, or executive sessions may be called as a portion of the open meeting and appropriate business transacted therein.

The minutes of the open meeting and of executive session are compiled and available upon request within a week. 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 resulting vote.

Meetings are typically scheduled for the first Monday of each month, and are held at the library beginning at 7pm. Notice of the time and place of each meeting is posted at least one week in advance of the meeting.

Board of Trustees

Eagle Free Library

Adopted: July 6, 2020