

## **Open Meeting Policy**

In accordance with New York State Law all regular and special meetings of Bayport-Blue Point Public Library's Board of Trustees shall be open to the public. The only exception shall be those meetings or portions of meetings that are devoted to "executive session." The Library Board welcomes and encourages public expression on any aspect of Library service. The responsible expression of a resident's viewpoint is considered essential to the Board's deliberations and the efficient operation of the Library. Recognizing also its responsibility for proper governance, and therefore the need to conduct the Board's business in an orderly, efficient manner, the following procedure is established to receive input from District residents.

1. All written communications to the Board, received by the Director, shall be placed on the agenda of the next Board meeting.
2. All Board agendas shall include a section entitled "Public Questions/Comments".
3. If the Board of Trustees is unable to meet in person due to a health emergency/infectious disease outbreak and/or under direct edict of a state or county executive order, the Board will comply with such directives and meet virtually. This may preclude public comment from occurring during the virtual meeting.
4. Any District resident or Bayport-Blue Point Public Library tax supporter wishing to make a verbal presentation to the Board is required to complete the form attached and give it to the Director prior to the start of the Board meeting. A reasonable amount of time shall be allotted to each speaker, approximately (3) minutes, which shall not include time for questions from members of the Board. All speakers will act in accordance with the Library's Maintenance of Public Order Policy.
5. The Board, at its discretion, may choose to discuss and/or decide any request made of it at the time of presentation or take the matter under advisement for future consideration and determination.
6. Questions of fact asked, when appropriate, shall be answered by the Director; questions requiring investigation shall be referred to the Director for later report to the Board; questions of policy or interpretation of policy, shall be decided by the Board as detailed in Section 4 above.
7. 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 Director in writing for appropriate action.