



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.

Remote Attendance of Trustees when Videoconferencing

On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022 relating to the New York State budget for the 2022-2023 state fiscal year. Included in the bill is an amendment to the Open Meetings Law (OML) to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, under extraordinary circumstances, regardless of a declaration of emergency. **

The following procedure will govern the use of videoconferencing and System board meetings.

1. Members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting).

2. Except in the case of executive sessions conducted pursuant to section one hundred five of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation law, the trustees shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
3. Minutes of the board meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of the Open Meetings Law.
4. If videoconferencing is used to conduct a board of trustees meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
5. The board of trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request.
6. If videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.
7. For so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website, which is <https://napleslibrary.org/>.
8. Consistent with the System's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

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

** New York State Committee On Open Government Questions And Answers Chapter 56 Of The Laws Of 2022,
<https://opengovernment.ny.gov/system/files/documents/2022/04/chapter-56-of-the-laws-of-2022-Guidance-document-4-15-22.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, November 16, 2022.