



# Northport-East Northport Public Library

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185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
[www.nenpl.org](http://www.nenpl.org)

## OPEN MEETINGS POLICY

### 1. Purpose and Scope:

The Northport-East Northport Public Library Board of Trustees is committed to abiding by the relevant requirements of the Open Meetings Law (codified in the Public Officers Law), concerning the conduct of its public meetings. As such, all regular and special Board meetings, excluding any executive session thereof, are open to the public so as to allow the public to remain fully aware of, observe, attend, listen, and, when appropriate, participate in the deliberation and decisions of the Library Board.

### 2. Public Notice:

Public notice of Board meetings shall be provided in a manner consistent with Open Meetings Law § 104.

### 3. Availability of Meeting Materials Prior to Meeting

Library documents, including proposed resolutions, that are scheduled to be the subject of discussion at a public Board meeting shall be available upon request, and posted on the Library website, to the extent practicable, at least 24 hours prior to the subject Board meeting. Physical copies are also available for a fee.

### 4. Meeting Minutes

Consistent with Open Meetings Law § 106, minutes shall be taken at all public meetings of the Library Board of Trustees, consisting of a record or summary of all motions, proposals, resolutions, or any other matter formally voted upon and the vote thereon.

When allowed by law, formal actions taken in executive session shall be memorialized in meeting minutes; however, such minutes are not required to be made public or available pursuant to FOIL.

Meeting minutes — other than those concerning executive session — shall be available to the public within two (2) weeks of the meeting date, and shall be posted on the Library's website.

#### 5. Recording and Broadcasting Public Portions of Meetings

The public portion of any meeting of a Board of Trustees may be photographed, recorded and broadcast in accordance with the following rules. There is no privacy interest in statements made during public portions of meetings of public bodies. Operation of equipment to photograph, record or broadcast may not be obtrusive, disruptive, or interfere with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.

#### 6. Severability:

If any provision of this Policy is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this Policy, or the application thereof to other persons and circumstances.