



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 Geneva Public Library ("the Library") opens its Board of Trustees ("the Board") meetings and committee meetings involving trustees to the general public. Closed or executive sessions may be called as a portion of the open meeting and appropriate business transacted therein.

The Board of Trustees Meeting minutes of the open meeting and the executive session are compiled on the Library's website and available upon request. The open meeting minutes consist of a record or summary of all motions, proposals, resolutions, and any matter formally voted upon and the resulting vote. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the resulting vote.

The calendar of regular Board meetings is voted on by the Board in the June meeting prior to the start of the fiscal year in July. The date and time of the Board and committee meetings are published on the Library's website.

1. Opportunity for Public Comment

Board meetings are for the conduct of Library business. They are not public hearings about Library affairs. Although the Open Meetings Law makes no provision for public participation, members of the public, regardless of residency, can speak at Board meetings during the Opportunity for Public Comment at the start of the meeting. Time to speak is limited to three minutes per member of the public and must pertain to issues related to the Library.

Adopted by the Board of Trustees: March 30, 2006

Amended by the Board of Trustees: 9/28/2011, 12/21/2016, 11/28/2018, 7/29/2020, 7/28/2021, 3/30/2022, 7/27/2022, 6/28/2023, 6/25/2025, 6/24/2026

Reviewed by the Policy Review Committee: 6/11/2026