

Ontario Public Library

Policy 4001

OPEN MEETINGS LAW

PUBLIC MEETINGS

In accordance with Article 7 of New York State's Public Officers Law, as well as Education Law Title 1, Article 5, Section 260a, the Ontario Public Library's Board of Trustee meetings shall be open to the general public.

Executive sessions may be called as a portion of the open meeting and appropriate business transacted in accordance with Article 7, Section 105 of Public Officers Law.

Minutes of an open meeting will consist of a record or summary of all motions, proposals, resolutions, and any matter formally voted upon and the vote thereon. Minutes of a public meeting will be posted to the Library's website and otherwise made available two weeks following the date of the meeting.

The calendar of regular Board of Trustees meetings is voted on by the Board of Trustees at their meeting in September. Regular meetings are scheduled for the third Tuesday of each month, and held in the Ontario Public Library's Community Room beginning at 5:00 pm. Notice of time and place of each meeting is given to the public and news media at least one week in advance of the meeting.

PUBLIC COMMENT

The Ontario Public Library Board of Trustees welcomes comment at meetings governed by Open Meetings Law. The purpose of this section is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner.

Any person shall be permitted an opportunity to address the Ontario Public Library Board under the following guidelines:

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board President.
- At the beginning of the Public Comments segments of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will be asked to provide their name and group affiliation (if any).
- Each speaker will be allowed a maximum of two minutes to address the Board; the Board President or presiding officer will monitor time limits for each speaker.
- Comments shall relate to legitimate Ontario Public Library Board of Trustees business.
- All comments shall be made with civility and courtesy. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed.
- The Board is not required to provide an immediate response or take action on any speaker comments.

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- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, thus, public comments and written materials submitted by the public will not be reflected in the minutes.

PUBLIC RECORDING, PHOTOGRAPHING, BROADCASTING, AND WEBCASTING

The Ontario Public Library recognizes the requirement of the NY State Open Meetings Law to allow the public to photograph, broadcast, and webcast its open public meetings. Section 103(2) of the Open Meetings Law allows public bodies to adopt rules about the location of equipment and personnel used to photograph broadcast webcast or otherwise record a public meeting. The System adopts the rules outlined below.

Also, per Section 103(2) of the Open Meetings Law, these rules shall be posted at the location of each meeting. These rules will also be included in the public posting for each meeting so the public attending can have notice of and abide by such rules.

Adopted Rules for the Public Recording, Photographing, Broadcasting, or Webcasting of a Meeting:

1. No extension cords or other potential tripping hazards may be set up;
2. No flash photography or additional lighting may be used;
3. No recording instrument shall be closer than four feet of a meeting participant, without that person's express consent;
4. All equipment should be silent enough to not cause a disruption;
5. Equipment must not block aisles or exits and may not impede the view of other attendees;
6. Equipment must be maintained, monitored, and attended at all times by the owner of said equipment;
7. The Ontario Public Library is not responsible for damaged, lost, or malfunctioning equipment; and
8. The Library's public access WiFi network may be used by the public attending meetings.

The privilege to record in this manner at the Library is limited to open meetings of the Board.

When enforcing this rule with regards to the manner of recording, the Ontario Public Library Board of Trustees shall ensure that the First Amendment of the United States Constitution, and Article I, Section 8 of the New York constitution are honored.