

# Claverack Free Library

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## Meeting Procedures

**Adopted: November 2016**

All public libraries in New York, including association libraries, are subject to the NYS Open Meetings Law (see Education Law § 260-a and Public Officers Law, art. 7). Notice of all board meetings is sent to the news media, noted on the Library's website ([www.claveracklibrary.org](http://www.claveracklibrary.org)) and posted at the Library. The notice for Regular Meetings of the Board will provide the date, time, and location of the Regular Meeting. The Board meets on the third Tuesdays of each month (unless changed for holidays or other reasons) at the Library. The meetings begin at 5 p.m.

The Board may conduct an executive session. Attendees at this meeting are by Board invitation only.

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law.

### **Order of proceedings**

Meetings shall be called to order as soon after the hour fixed for a meeting as a quorum is present. The President shall preside at all meetings of the Board. In the absence of the President, the Vice- President shall preside.

The order of business for all regular meetings of the board shall be as follows:

- a. Call to order
- b. Adoption of agenda
- c. Approval of minutes of previous meeting
- d. Period for public expression
- e. Friends Group Report
- f. Report of the Library Director
- g. Treasurer's Report
- h. Committee Reports
- i. Old Business
- j. New Business
- k. Dates of future board meetings
- l. Adjournment

All business shall be dealt with in the order of the agenda unless otherwise decided by the Board.

## **Presentations to the Board – Committee Reports**

Each committee is to send their report to the Secretary the Friday prior to the Board meeting. The Secretary shall send all reports to the Board and the Friends Group liaison to the Board by Saturday prior to the Board meeting. Board members are expected to review all reports and be prepared to understand their content prior to the Board meeting. If possible, any questions and issues should be resolved prior to the Board meeting.

If a representative from the public attends the Board meeting, the representative must be asked if copies of each report desired. Copies of any report desired must be presented by the Secretary prior to discussing that committee report.

## **Presentations to the Board - Conduct of proceedings**

It shall be the duty of the President of The Claverack Free Library Board to:

1. Open meetings of the Board by calling the members to order
2. Announce the business before the Board in the order in which it is to be acted upon
3. Receive and submit, in the proper manner, all motions presented by the members of the Board
4. Put to vote all motions which are moved and seconded in the course of proceedings, and to announce the results
5. Decline to put to vote motions which infringe the rules of procedure
6. Restrain the members, when engaged in debate, within the rules of order
7. Exclude any person from a meeting for improper conduct
8. Enforce the observance of order and decorum among the members
9. Inform the Board, when necessary, on a point of order or usage
10. Receive all messages and communications and announce them to the Board
11. Appoint members to committees
12. Ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board.

## **PROCEDURE FOR PUBLIC SPEAKING AT THE CLAVERACK FREE LIBRARY BOARD OF TRUSTEES MEETING**

The Board of Trustees of the Claverack Free Library welcomes you to this meeting. We conduct our meetings in accordance with the Open Meetings Law of the State of New York. While this law requires that meetings be open to the public, it does not require any sort of public forum. Since we value the opinions of the Library's patrons and the community, it is the policy of this Board to allot a time of public comments during scheduled Board meetings to address the Library Board directly. Please be mindful of the time constraints of the Board members who are volunteering their time.

If you wish to speak with the Board during a meeting, you can voice your interest to speak during the 'Public Forum' slot on the agenda. When the Board reaches that portion of the agenda, you will be called upon by the Board's Chair.

The presiding officer shall be guided by the following rules:

- a. Public participation shall be permitted only as indicated on the agenda and at the discretion of the presiding officer.
- b. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting after being recognized by the presiding officer.
- c. Participants must be recognized by the presiding officer and must preface their comments by an announcement of his or her name and city of residence.
- d. Each statement made by a participant shall be limited to five (5) minutes unless extended by the Board's Chair.
- e. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- f. The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- g. The Board will take the comments into consideration but will not engage in a debate with patrons or community members. The Board will reply to comments or concerns in writing, if needed, as soon as possible but within thirty (30) days of the meeting. The Board appreciates your concerns, input and/or suggestions.

Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints

involving individual employees of the Library. The meeting's agenda does not allow for continuous public debate.