

**SUFFERN FREE LIBRARY
OPEN MEETINGS POLICY**

1. All regular and special board meetings of the Suffern Free Library are open to the public.
2. Either written minutes or recordings must be kept for all meetings of the Board. The minutes of action taken at every Board meeting shall be promptly prepared and shall set forth an accurate record of votes and action taken at each meeting. Until approved at a subsequent Board meeting minutes shall be considered as non-final. Approved minutes shall be made available in a binder at the Reference Desk.
3. Executive sessions may be held upon an affirmative vote taken in public identifying the subject to be discussed as enumerated in the statute, Public Officers Law (“P.O.L.”), Art. 7 (“Open Meetings Law”), section 105, which include:
 - a. matters in connection with the employment, hiring, salary, dismissal, etc. of an employee or officer.
 - b. consultation with attorneys or discussion regarding pending or contemplated litigation.
 - c. negotiations regarding purchasing or leasing of real estate.
 - d. discussion of records which fit within the enumerated exemptions of Art. 6 the P.O.L., the Freedom of Information Law (“F.O.I.L.”).
 - e. any other matters subject to exemption by operation of the P.O.L. or any other law or regulation.
4. No final legal action or vote may be taken in any executive session except if voting in public would violate the purpose of the executive session.
5. This policy is intended to be in conformance with the NYS Open Meetings Law, and shall be interpreted and applied with that intent.

Approved by the Board of Trustees, January 27, 2004.