AVON FREE LIBRARY
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OPEN MEETINGS POLICY

General

In accordance with the New York State Open Meetings Law [see Public Officers Law (PBO) Article 7] and Education Law § 260-A, every meeting of the Board of Trustees ("the Board") of the Avon Free Library ("the Library") shall be open to the general public, except that an executive session of the Board may be called and business transacted as provided below.

For purposes of this policy, the terms "meeting" and "executive session" shall have the meaning provided in the Open Meetings Law (PBO § 102).

In adopting this policy, the Board signifies its intent to comply with the requirements of the Open Meetings Law. Where a conflict exists between the provisions of the Open Meetings Law and this policy, the Opening Meetings Law shall prevail.

Executive sessions

The Board may enter into executive session upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area(s) of the subject(s) to be considered. Executive sessions may be held only for the purposes enumerated in PBO § 105(1)(a) through (h). No formal action to appropriate public funds may be taken in executive session.

Attendance at an executive session shall be permitted to any Trustee and any other person(s) authorized by the Board.

Minutes

Minutes shall be taken at all open meetings of the Board and shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

Minutes shall be taken at executive sessions of any action that is taken by formal vote and shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not

required to be made public by the New York State Freedom of Information Law (see PBO Article 6).

Minutes of open meetings and executive sessions shall be made available to the public, upon request and in accordance with PBO § 106(3). Once approved by the Board, minutes shall be published on the Library website.

Meeting schedule; public notice

The calendar of regular Board meetings shall be adopted by the Board at their annual meeting in January. Additional meetings may be scheduled, and regularly scheduled meetings cancelled, at the discretion of the Board. Meetings shall be held at such time and place as designated by the Board; regular Board meetings are typically scheduled for the last Monday of each month and held in the Library's Meeting Room beginning at 6:30 PM.

Public notice of the time and place of each meeting shall be given in accordance with PBO § 104 and shall be posted on the Library's website.

Videoconferencing

In adopting this policy, the Board hereby authorizes the use of videoconferencing to conduct its meetings, pursuant to and in accordance with the requirements of PBO § 103-A. The Board may use videoconferencing to conduct its meetings, provided that a minimum number of Trustees sufficient to constitute a quorum are physically present in the same location or locations where the public can attend.

Trustees shall be physically present at all meetings unless a Trustee is unable to attend in person due to extraordinary circumstances, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance. A member seeking to participate remotely shall notify the Board President as far in advance of the meeting as practicable, stating the nature of the extraordinary circumstance.

Notwithstanding the above, any Trustee who has a disability as defined in Executive Law (EXC) § 292(21), where such disability renders the Trustee unable to participate in person at any meeting location where the public can attend, shall be considered present for purposes of fulfilling the Board's quorum requirement at any meeting conducted through videoconferencing, provided that all other requirements of this policy and PBO § 103-A are met and the Board maintains at least one physical location where the public can attend. A Trustee need not disclose the nature of the disability, only that a qualifying disability prevents in-person participation.

The in-person attendance requirements of this policy shall not apply during a state disaster emergency declared by the Governor or a local state of emergency proclaimed under EXC § 24, if the Board determines that the circumstances necessitating the declaration would affect or impair its ability to hold an in-person meeting.

All other requirements of PBO § 103-A shall apply to any meeting conducted through videoconferencing, including but not limited to those governing the participation of Trustees, the opportunity for members of the public to view and participate in meetings, public notice, minutes, recording, and accessibility for persons with disabilities.

For so long as the Board elects to utilize videoconferencing to conduct its meetings, the Library will maintain an official website, which is https://avonfreelibrary.org/.

Unless otherwise repealed or amended by the Board, this policy shall remain in effect for so long as PBO § 103-A remains in effect and shall be read consistently with any amendment thereto.

Reviewed and updated by the Avon Free Library Board of Trustees on October 26, 2026

Adopted by the Avon Free Library Board of Trustees on September 28, 2020