

Solomon Wright Public Library

OPEN MEETING LAW COMPLIANCE POLICY

1. POLICY OVERVIEW: This policy is intended to communicate the Board of Trustees' intention to comply with Vermont's Open Meeting Law and outline the basic elements of compliance.

2. STATEMENT OF INTENTION: While the Solomon Wright Public Library is an incorporated library, and therefore is not legally required to follow Open Meeting Law, the Board of Trustees appreciates the support of the Pownal community and takes our responsibility as a steward of Pownal tax dollars very seriously. We recognize the importance of free and open communication with our community, our donors, and our stakeholders, and are therefore establishing this policy to outline our compliance with Vermont Open Meeting Law.

3. WARNINGS AND AGENDAS: Meetings will be warned by posting agendas in four physical locations around Pownal (Winchester's Store, both Post Offices, and the Solomon Wright Public Library), and on the library's website (www.solomonwrightpubliclibrary.org). Agendas will be drafted by the Board Chair and emailed to all other board members. The board will determine who will have the responsibility of posting agendas at the first Trustees meeting following the Pownal Town Meeting each year. Agendas for regular meetings will be posted at least 48 hours in advance of the meetings and agendas for special meetings will be posted at least 24 hours in advance. Emergency meetings will not be posted.

4. MEETING MINUTES: The board secretary/clerk is responsible for keeping an accurate account of meetings in the form of minutes. Unapproved minutes will be posted within five calendar days after a meeting. The board will determine who will have the responsibility of posting minutes at the first meeting following Town Meeting each year. Minutes will be posted on the library's website (for one year) and will be kept in a binder in the library (in perpetuity). The library's copies will be kept at the circulation desk and made available for public viewing upon request. Unapproved minutes will be voted on at the next regular meeting and posted drafts will be replaced with official copies as soon as possible afterwards.

5. HEARING OF VISITORS: The SWPL Board encourages the participation of Pownal community members. Therefore each meeting will allow time for the hearing of visitors. Each visitor who wishes to address the board will be given five minutes to do so, either at the beginning or end of each meeting.

6. EXECUTIVE SESSIONS: Executive sessions will be used sparingly and will only be entered into following a majority vote and for the reasons deemed permissible according to Vermont Open Meeting Law.

7. QUORUM: Because the number of board trustees sometimes varies, a quorum will be defined as a majority of members.

8. EMAIL COMMUNICATION: The SWPL board of trustees will occasionally use group emails to communicate. Email discussions will be limited to scheduling meetings, deciding what items should be included on an upcoming agenda, and sending documents for review prior to a meeting. The trustees agree to refrain from discussing library business through email and/or whenever a quorum of members are present outside of public meetings.

9. REFERENCE: A *Frequently Asked Questions* document, published by the Vermont League of Cities and Towns, will be attached to this policy for the purpose of clarification:
https://www.vlct.org/sites/default/files/documents/Resource/Open%20Meeting%20Law%20FAQs_0.pdf

More information on Vermont Open Meeting Law can be found at
<https://legislature.vermont.gov/statutes>

10. 2020 RESPONSIBILITY FOR POSTING: Physical Agendas: Karen Gallese, Treasurer
Online Agendas: Jen Ryan, Director
Minutes: Jen Ryan, Director

POLICY ADOPTED ON: 7/13/2020

BY THE SOLOMON WRIGHT PUBLIC LIBRARY BOARD OF TRUSTEES

CHAIRPERSON SIGNATURE: