

Springfield Library

Open Meeting Policy

Meetings of the Springfield Library Board of Trustees shall be open to observers to encourage communication with those interested in library activity. While welcome to attend any open meeting, observers are asked not to participate in any way that might impede the work of the Board. Observers should recognize that the Board President is under no obligation to brief observers on matters before the Board, take questions from observers or include an observer in a Board discussion. However, observers may participate in discussions if invited to do so by the Board President. Discussion and individual comments may be limited by the Board President in the interests of time and efficiency.

Board meetings are held on a quarterly basis at dates and times to be established by the Board at the first regular meeting of the year. Notices of board meetings are posted on the library's Facebook page and the library website at <http://libraries.4cls.org/springfield/>. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's Facebook page, on the library website, and in the library at least 72 hours in advance if possible.

If a town resident wants to place a subject on the agenda, a request must be submitted in writing to the Board President at least one week prior to any meeting. The request shall contain an estimated time for presentation and this time can be limited by the Board President.

Observers are not permitted to remain at the meeting while a Board meets in executive session to discuss issues concerning personnel or sensitive policy matters. A Board President can call for the Board to meet in executive session either prior to a meeting or at any time during a meeting if an issue warrants a confidential discussion.

Adopted by the Springfield Library Board of Trustees December 10, 2018