

## **Lodi Memorial Library Open Public Meetings Policy**

Meetings conducted by The Lodi Memorial Library Board of Trustees adhere to the regulations and guidelines of the Open Public Meetings Law for the state of New Jersey (N.J.S.A. 10:4-6)

### **Meeting Announcements**

Meeting dates and times are confirmed at the Board's January organization meeting and posted annually in the local newspapers. The meeting schedule is also posted on the library website, on the library bulletin board and at The Borough of Lodi municipal building. Any change in the meeting schedule will be communicated to the public at least 48 hours before the meeting unless an emergency meeting is required.

### **Meeting Minutes**

The Library Board maintains accurate minutes of each meeting, recording significant votes and actions. Minutes are available upon request after they have been approved by the Board.

### **Hearing of the Public**

Board meetings are open to the public for observation. The public may address the meeting during the designated Public Portion. Public speakers are asked to limit their presentations to five minutes each to permit all attending members of the public to be heard.

### **Disorderly Conduct**

If a meeting is interrupted by a person or group so severely that the meeting can not be conducted in an orderly fashion, the Library Board of Trustees may order the meeting room cleared and continue in session. Or, the Board may adjourn the meeting and reconvene at another time.

### **Closed Session**

Closed or "executive" sessions may be held without public notice, or during the course of a public meeting, provided that the subject matter is covered by one or more of the following legal exemptions for topics including but not limited to: personnel matters, contract negotiations, collective bargaining agreements, disclosure of confidential information, pending or anticipated litigation, matters of public security, and acquisition of property or investments if disclosure would harm the public interest. Prior to any closed session, the body must adopt a resolution stating the general nature of the subject to be discussed and the time when the discussion can be disclosed.

**Approved by the Lodi Memorial Library Board of Trustees August 23, 2011**