

## Open Meeting

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The Southold Free Library is subject to the Open Meetings Law. This law requires that Board Meetings be properly posted, advertised and open to the public.

Closed or executive sessions may be called as a portion of the open meeting and appropriate business transacted therein.

All meetings of the Board of Trustees shall be governed by the provisions of Article 7 of the Public Officers Law of New York (Open Meetings Law).  
<https://www.dos.ny.gov/coog/openmeetlaw.html>

Notice of all board meetings must be posted on the library's website.

Minutes of all board meetings are required by Open Meetings Law, and must be posted on the Library's website,

*Adopted by the Board of Trustees October 27, 2004; Reviewed by the Board of Trustees September 27, 2006 and May 28, 2008; Revised by the Board of Trustees June 23, 2010; Reviewed by the Board of Trustees July 25, 2012, March 26, 2014, September 24, 2025*

## Public Records Request Form

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Record Requested: \_\_\_\_\_

Signature of Patron: \_\_\_\_\_

Signature of Staff: \_\_\_\_\_

**Comment [1]:** is this necessary? We are not covered by FOIL, but do offer information as appropriate. I think this is a throwback from pre internet/email days.