

**Minutes of Meetings**

In compliance with New York State's Open Meetings Law, the Library District shall maintain written minutes of all official meetings of the Library District. Minutes shall reflect meeting attendance. Such minutes shall be prepared by the Library Director for timely distribution to Trustees and other interested parties. Approved minutes will be available to the public.

Meetings of the Board of Trustees shall be recorded; which shall be destroyed four months following approval of the written minutes. Minutes shall note all actions of the Board, reports, and general points of discussion. Where requested by a Trustee(s), the minutes shall include specific statements.

Written minutes shall be kept for all committee meetings of the Board of Trustees. Such minutes will follow the same format as those for the meetings of the Board of Trustees. Committee meetings shall not normally be recorded.