

BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 120

TITLE: Open Meeting Policy

DATE ISSUED: January 2021

PURPOSE: To set forth policy and procedures on meetings open to the public and public inspection of books and records.

STATEMENT OF POLICY

1. Except as to the matters listed below in Paragraph 5 of this Policy Statement, all regular and special meetings of the Board of Trustees of the Library and, in the sole discretion of the Board, certain meetings of its standing committees, shall be open to the general public.
2. Under specified conditions, established and managed by the Board to assure a business-like and courteous public meeting atmosphere, with appropriate rules, such meetings shall be open to comments by members of the general public.
3. The regular Board meetings shall be set at or near the beginning of each calendar year and the dates, time, and locations of such meetings shall be published on the Library web site and distributed to the Trustees. Public meetings of standing committees will be scheduled as soon a practical and publicized in the same manner.
4. Public notice of the time and place for rescheduled meetings that were previously adjourned or cancelled and that were the subject of prior public notice, will be given in as timely and in as practical a manner as circumstances allow.
5. Unless otherwise determined by the Board of Trustees, in its sole discretion, regular and special meetings of the Board and the standing committees shall be closed to the general public when the topics of discussion involve the matters listed below. For such closed discussions, the Board may declare an “executive session” during such meetings:
 - a. All personnel issues as respects employees of the Library;
 - b. Development and discussion of strategies for the following matters:
 - i. Securing and developing funding sources from private individuals, organizations, or public agencies;
 - ii. Planned or ongoing presentations of Library business and concerns to private individuals, organizations, public agencies, or public officials;
 - iii. Certain policy issues, as determined by the Board, in its sole discretion, involving other public agencies and private organizations; and
 - iv. Issues involving certain public and private individuals; including volunteers of the Library, and of other organizations or agencies, when such meetings, in the sole opinion of the Board, involve personnel or private matters.
 - c. Legal advice and legal opinions presented to the Board by legal counsel.
 - d. Considerations of the purchase, sale, or lease of real estate.
 - e. Discussions that could lead to the disclosure of information recognized as confidential or privileged under the law.
6. Meetings of the Board of Trustees that are specifically for planning, Board development, for informing the Board on certain issues affecting the Library, and other educational

sessions, at which no action by the Trustees will be taken, shall not be public meetings and public notice of such meetings will not be given. The Board may, in its sole discretion, invite employees, consultants, experts, government officials, and others that it believes are able to contribute to the discussions at such meetings.

7. Open Records

- a. Upon reasonable notice to the Library Director, any citizen of Bethel Park or Allegheny County may request to review the books and records of the Library, during normal business hours and, at his or her expense, make copies of such records.
- b. Books and records containing references to Board discussion of or facts pertaining to the above matters in Paragraph 5 that are excluded from public discussion, shall not be made available upon such requests.
- c. Likewise, the Library shall not provide inspection, review, or copying of documents provided to the Library by other persons, organizations, or agencies that have requested that they not be publicly disclosed or disseminated, or documents, information, and other records specifically declared by the Board, based upon the advice of the Library's counsel to be confidential or otherwise to be excluded from public information.