



## VISTA GRANDE PUBLIC LIBRARY OPEN MEETINGS ACT RESOLUTION

*Approved by Board of Directors, 20-Aug2019  
Reviewed and Approved 21 Apr 2020*

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Vista Grande Public Library ("Library") is a public library as defined under Title 4, Chapter 5, Part 2 (Cultural Resources, State Library, State Grants in Aid to Public Libraries). As such, the Library is subject to the provisions of the Open Meetings Act (NMSA1978, §Section10-15-1). To comply with the Open Meetings Act, the Board resolves to the following:

**Availability of agendas:** All agendas shall be made available at least 24 hours prior to the meeting, posted in the Library (14 Avenida Torreon) and on the Library's website: [www.vglibrary.org](http://www.vglibrary.org).

**Notification of meetings:** Notices of all meetings will be made on the Library website: [www.vglibrary.org](http://www.vglibrary.org). For annual meetings of full Library membership, or special meetings of the membership, notices will also be made in one or more local media and the emailed Library newsletter.

**Location of meetings:** All meetings will be held at the Library, 14 Avenida Torreon. Dates and locations of Board meetings may be changed by the Board from time to time, and notice of such changes shall be provided as appropriate. For meetings held on-line/streamed, access to meeting will be made available to the public.

**Minutes of meetings:** The Board shall keep written minutes of all meetings. Minutes shall include as a minimum the date, time and place of the meetings, the names of Board members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken. All minutes are open to public inspection. Draft minutes shall be prepared within ten (10) working days after the meeting and shall be approved, amended, or disapproved either at the next meeting when a quorum is present or via email vote. Minutes shall not become official until approved by the Board.

**Provisions for persons with handicaps:** Provision shall be made for persons with handicaps to be able to attend and fully participate at regular meetings, public hearings, and special meetings of the Board, and (as appropriate) closed meetings of the Board.

**Directors' attendance at Library programs open to the public:** It is expected that Board Directors will participate in public programs of the Library, including fundraising functions, Library-sponsored events and other activities open to the public or to Library volunteers. Unless formal decisions are to be made at these events, there will be no special noticing of these as Board meetings.

**Board meetings closed to public**

Board meetings may be closed to the public only if the subject matter of the discussion or action is exempted from the open meetings requirement under Section10-15-1(H) of the Open Meetings Act.

- (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those items specified in the motion may be discussed in the closed meeting.
- (b) If the decision to hold a closed meeting is made when the Board is not in open meeting, the closed meeting shall not be held until public notice appropriate under the circumstances and stating the specific provisions of law authorizing the closed meeting and the subjects to be discussed is given to the members of the Board and to the general public by posting a notice at the Library's offices.
- (c) Except as provided n Section10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

Following completion of any closed Board meeting the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately held, shall state that the matters discussed in the closed meeting were limited to those specified in the motion for closure or in the notice of the separate closed meeting. This statement shall be approved by the Board as a part of the minutes.

**Open meetings of the Vista Grande Public Library Board of Directors:**

<b>Type of meeting</b>	<b>Timing of meeting</b>	<b>Notice of meeting (minimum time prior to meeting)</b>	<b>Comments</b>
Regular meetings of the Board	Monthly	10 calendar days	Held in accordance with annual schedule of meetings adopted by the Board.
Public hearings	Scheduled by President or by a majority of the Board members.	7 calendar days	May be held as necessary to gain public input on major issues regarding the Library.
Special meetings of the Board	Scheduled by President or by a majority of the Board members.	3 calendar days	
Informational and educational meetings:	Scheduled by President or by a majority of the Board members	24 hours	No decisions on matters of library policy or relating to public business will be made at such informational and educational meetings
Emergency meetings	Scheduled by President or by a majority of the Board members	24 hours, unless threat of personal or property damage requires less notice.	Called only when necessary to address unforeseen circumstances that, if not addressed immediately by the Library, would likely result in injury or damage to persons or property or substantial loss to the Library. The Library will avoid emergency meetings whenever possible.