

## Hopkinton Town Library

### Best Practices to Comply with RSA Chapter 91-A, also known as "Right to Know."

1. **A meeting of a public body must have proper notice and be open to the public.**
  - a. Any time a quorum of a public body meets it is a meeting.
  - b. Notice of the time and place of every public meeting must be given at least 24 hours in advance.
  - c. Notice must be either posted in the newspaper or posted in two prominent public places. Board chair will instruct the Library Director to post on the library website, town website, and in the Town Hall.
  - d. Anyone, not just residents, can attend any public meeting and they may take notes, tape record, take photos and videotape.
  - e. "Open to the Public" does not mean that anyone has the right to speak.
    - i. Nobody has the right to disrupt a meeting.
    - ii. The chair is in control of who speaks and when.
  - f. No votes may be taken by secret ballot.
  
2. **Minutes of public meetings.**
  - a. Minutes must be kept of all public meetings.
  - b. Draft minutes must be available to the public (at the Town Hall & library) not more than 5 business days after the meeting.
    - i. A business day is 8 a.m. to 5 p.m., Monday through Friday excluding holidays.
    - ii. At a minimum the minutes must include:
      1. Names of members present.
      2. Other people participating (it is not necessary to list everyone present)
      3. A brief summary of subject matter discussed.
      4. Any final decisions reached, or action taken.
  
3. **Summary of procedures to follow.**
  - a. Trustees are responsible for assuring that the board is compliant with the law.
  - b. Notice of all meetings should be sent to the Library Director to post on the library website, town website, and in the Town Hall.
  - c. All draft minutes shall be provided via e-mail or hard copy to the Library Director within 5 business days of a meeting.

adopted: January 21, 2020