

QUESTION:

Dec 17, 2018

Hello Mary,

I recently took over as Chair of the Dublin Public Library Trustees and have a question about posting of our public meetings. I remember reading in a recent NHLTA newsletter about having to post meetings and to have minutes completed within 5 business days (also the names of who made motions would also need to be included in the minutes.).

My question is where should the meeting notice be posted? Would posting them in the town hall, post office and library be sufficient?

Second: Can the posting for the entire 2019 meetings listed be on one page for the year?

Thank you for any information you can provide.

Celeste Snitko, Chair

celestesnitko@icloud.com

Dublin Public Library Trustees

ANSWER:

The notice of public meeting must be posted in two prominent local public places, one of which may be, but does not have to be, your library web site. The town hall, your local library and your local post office are appropriate posting locations. Notice must be posted a minimum of 24 hours before the meeting, excluding Sundays and holidays.

The notice must provide the date, time and location of the meeting. Some libraries do post the entire year's meeting schedule; if you do this, be sure to post adequate notice of any changes in the meeting times or locations.

NHLTA's web site has a number of resources on Right to Know and other topics that may be helpful to you under workshops and conference materials. There is a Right to Know article by the NH Department of Justice on our website under resources, which in part states,

"1. Regular Notice a. Either of the two following forms of notice is proper under the Right-to Know law:

- (1) Notice of the time and place of any meeting (including non-public sessions) shall be posted in two appropriate places 24 hours prior to the meeting, excluding Sundays and legal holidays. RSA 91-A:2, Notices should be posted where people are likely to see them, such as on the public body's website, the location where the checklist or town warrant is posted, the agency's office lobby or front door, and the State House or Town Hall bulletin board; **or**
- (2) Notice of the time and place of the meeting shall be printed in a newspaper of general circulation in the city or town at least 24 hours prior to the meeting, excluding Sundays and legal holidays."

<http://nhlta.com/ckfinder/userfiles/files/2015%20Right-to-Know%20rev%20NH%20DOJ.pdf>

I hope this is helpful.

Regards,

Mary Castelli,