

**Berkeley Heights Public Library**  
**Recording of Board Meetings Policy**

Pursuant to the New Jersey Open Public Meetings Act (OPMA), Board Meetings of Berkeley Heights Public Library are open to the public. The Board recognizes the right of citizens who attend Board Meetings of Berkeley Heights Public Library to record open sessions, subject to the following rules.

1. The recording of Board Meetings may not disrupt the Board Meeting.
2. Those meetings or portions of meetings which are permitted by law to be closed to the public shall not be electronically recorded. For non-public sessions, citizen recording devices must be removed from the room.
3. Recording devices may not be left unattended.
4. All persons using recording devices shall be positioned in the areas designated for public seating.
5. The right to record does not convey additional rights beyond those of any other citizen attending the Board Meeting. For instance, public comments are to be made only during the specifically designated public comment period.
6. Noncompliance with any of these rules may be cause for the Board to remove the person and recording equipment from the meeting.

Approved: June 12, 2017