

213 / Board of Trustees

Electronic Attendance: Meetings and Conferencing via Electronic Means

All pertinent provisions of the [Open Meetings Act](#) must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.

That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

Pursuant to the [Open Meetings Act](#), a quorum of members of the Board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means. The provisions of this paragraph regarding the requirement that members of the Board be physically present, or the limitations on when electronic attendance is allowed, may be suspended for the duration of an Executive Order issued pursuant to a Gubernatorial Disaster Proclamation. In such event, the provisions of such Executive Order shall control the procedures and requirements for electronic attendance at meetings by Board members.

All Board members attending meetings by electronic conferencing shall be entitled to vote as if they are physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

A Board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the Board at least 24 hours prior to the meeting unless such advanced notice is impracticable.

A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability; ii) employment purposes or the business of the Board; or (iii) a family or other emergency. The provisions of this paragraph may be suspended for the duration of an Executive Order issued pursuant to a Gubernatorial Disaster Proclamation. In such event, the provisions of such Executive Order shall control the procedures and requirements for electronic attendance at meetings by Board members.

As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by electronic means. In the event that

the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

The meeting minutes shall include, but not limited to:

- the date, time and place of the meeting;
- the members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and
- a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the staff, and the Library Board members in attendance will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote or discussion.

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