

## HENRY WALDINGER MEMORIAL LIBRARY

Valley Stream, NY 11580

# USE OF VIDEOCONFERENCING AT PUBLIC MEETINGS

## Background and Purpose

Meetings of the Henry Waldinger Memorial Library are governed by the New York State Public Officers Laws, and in accordance with the provisions of Section 103-a of the Public Officers Law, the Henry Waldinger Memorial Library Board has passed a resolution authorizing the use of videoconferencing to conduct its public meetings as well as the meetings of its committees and subcommittees. As required by Section 103-a, this policy shall serve to establish the written procedures governing the use of videoconferencing and member attendance at public meetings of the Board and its committees and subcommittees.

## Use of Videoconferencing at Public Meetings

- 1) Henry Waldinger Memorial Library Board meetings - as well as meetings of its committees and subcommittees - may utilize videoconferencing to conduct its public meetings provided that a minimum number of members are present to constitute a full quorum of the Board or the respective committee or subcommittee in either the same physical location or at locations where the public can attend. All locations at which the public can attend shall be included in the public notice of the meeting.
- 2) Except as provided in Paragraph (b) of this section, board members must be physically present at the meeting unless they are unable to be present at any meeting location due to extraordinary circumstances as set forth herein.
  - a) Examples of extraordinary circumstances which may render a board member unable to be physically present at a meeting include disability; illness; caregiving responsibilities; or any other significant or unexpected factor which precludes the member's physical attendance at the meeting.
  - b) Members are not required to participate in person during:
    - i) a state disaster emergency declared by the governor pursuant to Section 28 of the Executive Law or
    - ii) a local state of emergency declared by the chief executive of a county, city, village, or town pursuant to Section 24 of the Executive Law provided a majority of members determines the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in-person meeting.
  - c) Members must advise the Henry Waldinger Memorial Library Board President or their designee before any scheduled meeting of extraordinary circumstances that render them unable to be physically present.

- 3) When videoconferencing will be used at a public meeting, the public notice of the meeting must inform the public:
  - a) that videoconferencing will be used,
  - b) where the public can view and/or participate in the meeting,
  - c) where required documents and records will be posted or available, and d) identify the physical location(s) for the meeting where the public can attend.
- 4) Additional procedures when videoconferencing will be used at a public meeting:
  - a) Board members must be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
  - b) The minutes of the meeting must include which, if any, members participated remotely.
  - c) The meeting will be recorded, and the recording will be posted on the Henry Waldinger Memorial Library website within five (5) business days of the meeting. The recording shall remain available for five years thereafter. Upon request, the recording will be transcribed.
  - d) The public will be provided with the opportunity to view the meeting via video and to participate in the meeting where public comment or participation is authorized via videoconference to the same extent as in person comment or participation.
  - e) All meetings conducted using videoconferencing or which are broadcasted will use technology that permits access to individuals with disabilities consistent with the Americans with Disabilities Act.
- 5) The Henry Waldinger Memorial Library Board of Trustees and the Henry Waldinger Memorial Library Director will review this policy every five years or earlier as needs arise, to determine if modifications are necessary or appropriate.

Adopted by the Board of Trustees, Henry Waldinger Memorial Library, June 15, 2022