

Utica Public Library

Written Procedures Governing Member and Public Attendance at Board of Trustee Meetings

1. Members of the Board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (*including, but not limited to, medical issues, scheduled travel, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting*).

2. *Members who are unable to be physically present must notify the Business Office via e-mail no less than 72 hours before the start time of the scheduled meeting of the Board of Trustees. If no member notifies the Business Office they are unable to be physically present then no videoconferencing will be used at the subsequent meeting. Any inability for a Trustee to not be present will result in them being recorded as Excused or Absent.*

3. Except in the case of executive sessions conducted pursuant to section one hundred five of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation Law, the Trustees shall ensure that members of the public body can 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.

4. Minutes of the Board meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of the Open Meetings Law.

5. If videoconferencing is used to conduct a Board of Trustees meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

6. The Board of Trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request.

7. If videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.

8. For so long as the Board of Trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website, which is www.uticapubliclibrary.org

9. Consistent with the library's mission to serve its community, the Trustees' use of

videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).