

## **BETHLEHEM PUBLIC LIBRARY VIDEOCONFERENCING POLICY**

*Policy adopted by the Board of Trustees June 13, 2022.*

The following guidelines shall govern how and when the library can conduct virtual and/or hybrid public meetings using videoconferencing technology:

Members of the board of trustees are required to be physically present at any duly noticed meeting unless such members are unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, travel, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting).

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 library board can be heard, seen and identified, whether in-person or on video, while the meeting is being conducted. This includes but is not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

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.

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.

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 electronically by submitting public comments and testimony via email to the director where public comment or participation is authorized.

As per New York State law, a quorum (4) of voting board members must be present in person in the event of a hybrid meeting with one or more board members participating remotely. Board members participating virtually must keep their camera turned on at all times.

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).

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

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.bethlehempubliclibrary.org](http://www.bethlehempubliclibrary.org).