

PLAINEDGE PUBLIC LIBRARY

VIDEOCONFERENCING POLICY AND WRITTEN PROCEDURES

The Library follows the New York State Open Meetings Law when scheduling and conducting meetings of the Board of Trustees. The Board of Trustees may allow for videoconferencing of a board meeting provided the following procedures are followed:

1. A quorum of Board Trustees are present at the same physical location where the public can attend the meeting in person;
2. A Trustee may appear through videoconferencing due to extraordinary circumstances which include disability, illness, caregiving responsibilities, or an unexpected factor or event which precludes the member's physical attendance;
3. Except in the case of executive sessions, the Library shall ensure that Trustees can be heard, seen, and identified while the meeting(s) is formally being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon;
4. Minutes of meetings conducted via videoconferencing must include the names, if any, of the Trustees who participated remotely and must be made available to the public;
5. The public notice for the meeting must inform the public:
 - a. that videoconferencing will be used,
 - b. where the public can view and/or participate in such meeting,
 - c. where required documents and records will be posted or available, and
 - d. Identify the physical location where the quorum of the Board will be participating in the meeting and where the public can attend the meeting in person.
6. The Library shall record each meeting that uses videoconferencing, and such recordings must be posted or linked to on the Library's website within five (5) days of the meeting. The recordings will remain on the Library's website for five (5) years, and the recordings will be transcribed upon request; and
7. The Library must provide the opportunity for members of the public to view the meeting via video. At meetings where public comment or participation is authorized, members of the public must be able to participate in the proceedings via videoconference in real time. When conducting meetings through videoconferencing, the Library will use technology that permits members of the public with disabilities to access the video in a manner consistent with the Americans with Disabilities Act (ADA).

The in person participation requirements of this policy and procedure shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of the County of Nassau or the

Town of Oyster Bay pursuant to section twenty-four of the executive law, if the Library Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Library to hold an in person meeting.

The law (NYS POL 103-a) allowing for videoconferencing of board meetings through the above policy/procedure is scheduled to expire on July 1, 2024.

Approved by the Plainedge Public Library Board of Trustees
June 20, 2022