

Code	GOV-005	
Policy Title	Electronic Meetings Policy	
Category	Governance & Board Policies (GOV)	
Cross-Reference	GOV-008 Open Meetings and Records Policy	Page 23
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Date Adopted	October 2022	
Date Reviewed	January 2026	

Policy Statement

The Board of Library Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible.

The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act. The Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or any other electronic means without physical attendance.

The Board, in all of its regular, special, and committee meetings, complies and intends to comply with the provisions of the Open Meetings Act.

PROCEDURE

The Board of Library Trustees, having considered the above, hereby adopts this policy to make use of electronic conferencing capabilities or any other type of conferencing for its meetings, as set out in this resolution, and to establish rules applicable thereto:

1. All pertinent provisions of the Open Meetings Act must be complied with, including proper notice of any regular or special meeting, proper record keeping or minutes of each meeting, and appropriate agenda preparation for each meeting. The agenda shall be posted along with the notice of the meeting. Any use of closed sessions shall comply with the provisions of the Act.
2. Sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting, to ensure that all members attending for discussion or voting purposes are authorized to speak and vote.

3. Pursuant to the Open Meetings Act, a quorum of board members must be physically present at the location of the meeting. Only additional members, i.e., those not part of the required physical quorum, may attend by video, audio, or other electronic means.
4. Board members attending meetings by electronic means shall be entitled to vote as if they were physically present, provided a physical quorum is present. Their votes shall be recorded by the secretary as submitted electronically.
5. A board member who plans to attend a meeting electronically must provide notice to the recording secretary or clerk of the board at least 24 hours prior to the meeting, unless such advance notice is impracticable.
6. A board member may attend a meeting electronically if their physical presence is prevented due to:
 - i. Personal illness or disability
 - ii. Employment purposes or business of the board
 - iii. A family or other emergency
7. When it becomes apparent 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 electronically. If the notice of the meeting has already been disseminated and posted, a follow-up notice shall be issued as soon as possible. Any news media that have filed the annual request for notice of meetings shall receive an updated notice in the same manner as all board members.
8. Meeting minutes shall include, but are not limited to:
 - i. The date, time, and place of the meeting
 - ii. The members of the board who were present or absent, indicating whether members attended physically or via audio, video, or other electronic means
 - iii. A summary of discussions on all matters proposed, deliberated, or decided, and a record of any votes taken
9. This policy does not require electronic conferencing to be used regularly or at every meeting. It shall only be used as necessary to allow participation of board members who are unable to attend in person due to circumstances listed in provision 6.
10. The location of the meeting listed on the notice shall be equipped with a suitable transmission system (e.g., speakerphone) to ensure that the public, library members, and staff present can hear input, votes, or discussion, and that board members attending electronically have a similar capability to hear such input, votes, or discussion.