

HIGHLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Highland Public Library, upon a motion made by _____, and seconded by _____, the following resolution was placed before the Board of Trustees:

WHEREAS, in accordance with the recently amended Public Officers Law (L.2022, Ch. 56, part WW), the Board of Trustees of the Highland Public Library called and held a public hearing on June 28, 2022 on whether to allow for expanded use of video conferencing to conduct meetings of the Board of Trustees [and its committees], and

WHEREAS, the Board of Trustees believes that expanding the use of videoconferencing to facilitate the attendance at meetings by Trustees and committee members who cannot otherwise be present is desirable, now, therefore, be it

RESOLVED, that, pursuant to the New York State Open Meetings Law, the Board of Trustees authorizes the conduct of its meetings [and those of its committees] by videoconferencing in accordance with the following requirements governing member and public attendance, consistent with such law:

- Trustees are expected to be physically present at meetings at a location or locations open to the public provided, however, that a Trustee who is unable to be physically present at a meeting due to Extraordinary Circumstances may participate by videoconferencing from a location that is not open to the public in accordance with these procedures.
- Videoconferencing technology must allow the public to hear and view the open meeting and, where public participation is authorized, to participate.
- Public notice of meetings using videoconferencing must be provided on the Highland Public Library website and shall include, in addition to any other notice requirements for its meetings, a statement that videoconferencing will be used; directions on how the meeting may be viewed and, where permitted, how the public may participate; where required documents and records will be made available; and the physical location(s) for the meeting where public can attend.
- “Extraordinary Circumstances” includes the following: disability, illness, caregiving responsibilities, and significant or unexpected factors or events which preclude the Trustee’s physical presence at the meeting. A Trustee with extraordinary circumstances who wishes to attend a meeting by videoconference must notify the President and executive Director as soon as practicable, but in no event later than [three (3)] days before the meeting.
- A Trustee participating by videoconference may participate in the meeting and vote, however, only Trustees who are physically present at locations open to the public shall be

counted toward meeting quorum requirements. Meeting minutes shall record Trustees who are present for quorum purposes, present by videoconference, and absent.

- A meeting using videoconferencing must be recorded and then posted or link provided on the Highland Public Library website within five days of the meeting. The recorded meeting must remain so available for at least five years.
- This policy will remain in effect during the effective period of the provisions L.2022, Ch. 56, part WW, §4 and as that law may be extended.

and be it further,

RESOLVED, that the Executive Director take such necessary and desirable steps to implement this resolution and that they conspicuously post this resolution on the Library's website.

Vote: _____ - In Favor
_____ - Opposed
_____ - Abstentions

_____, Secretary