

Starr Library

VIDEOCONFERENCING POLICY

Purpose

Consistent with the Library's mission to serve its community and the following guidelines, shall govern how and when the library can conduct virtual and/or hybrid public meetings using videoconferencing technology:

1. Members of the Board of Trustees shall be physically present at any duly noticed meeting unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Library Director no later the day prior to the scheduled meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public **shall not** count toward a quorum of the Board but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions, the Board of Trustees shall ensure that its members 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.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The Board shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
8. The in-person participation requirements shall not apply during a state disaster emergency declared by the governor if the Board of Trustees determines that the

circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in-person meeting.

9. These procedures shall be conspicuously posted on the library's website (www.starrlibrary.org).

(References: [The Committee on Open Government Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a](#))

Approved by Starr Library Board of Trustees: September 25, 2025