



## **VIRTUAL MEETING POLICY**

The purpose of this Policy is to specify the circumstances under which meetings of the Bergenfield Public Library Board of Trustees may be held without the physical presence of the members, library staff or the public at the designated meeting location (a "Virtual Meeting"). This policy addresses the procedures which must be followed when conducting Virtual Meetings.

### **Procedure**

- Virtual Meetings are appropriate only in emergency situations when meeting in-person is not practical or prudent due to a health pandemic or other emergency.
- Virtual Meetings may be held if all of the following conditions are met:
  - The State of New Jersey or the Borough or both have declared a state of emergency.
  - The members can hear one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation.
  - The agenda and order of items for discussion will be followed in the same manner as other meetings.
  - The public has the opportunity to participate to the greatest extent possible.
  - All votes shall be conducted by roll call. Each member may vote on all matters at a Virtual Meeting in the same manner as other meetings.
  - Minutes of the meeting shall be taken in the same manner as other meetings and made available to members of the public and library staff in the same manner as other meetings.
- The decision to hold a Virtual Meeting shall be made by the Board President and arrangements shall be made in accordance with the Open Public Meeting Act, to ensure full and timely notice is given to the public. Notice shall set forth the time and date of the meeting as well as the fact it will be conducted virtually.
- Meetings will be hosted by the Library Director or his/her proxy using the Library's web conferencing software. All Virtual Meetings will be recorded to assist with the accuracy of creating a written record of the meeting.
- Each Trustee will be given meeting access/log on credentials at least five days' notice before the day of a meeting. Board packets containing an agenda, list of bills for payment, financial summary and Directors report, along with any supporting documentation for consideration will be distributed by mail, email and/or hand delivered.
- Remote attendance shall constitute physical attendance for purposes of establishing a quorum.
- Each Trustee who attends a Virtual Meeting remotely is deemed present for purposes of participating in a roll call vote to the same effect as if they were in physical attendance at a public meeting of the Board.
- If any component of a Virtual Meeting communication with a Trustee fails during such meeting, the Trustee attending the meeting whose communication connection failed shall be deemed absent upon such failure and if the Board was in the act of voting, the voting shall stop until the communication connection components are restored and the Trustee's presence is again noted in the minutes.



### **Etiquette**

- All attendees are advised for the following:
  - Test their Wi-Fi connection as well as video and audio equipment prior to joining the call.
  - Be camera-ready with proper attire
- Trustees will mute their microphones when not speaking.
- Members of the public will be automatically muted upon admittance into the virtual meeting. Microphones will only be unmuted during the public portion of the agenda.
- Attendees must ensure all voice controlled devices are switched off during the meeting (for example Alexa, Google Assistant).
- The library director, or proxy host, reserves the right to automatically mute an attendee or eject them from the meeting if they are creating a disturbance.

### **Confidentiality and Closed Session**

- Where a Virtual Meeting goes into Closed Session, all provisions of the Open Public Meetings Act shall apply.
- Trustees will be notified where a confidential/closed session item is on the agenda. Where relevant, staff will receive RICE notices in the same manner as other meetings.
- Members of the public will automatically be moved into a waiting room during Closed Session.
- The Closed Session portion of the Virtual Meeting will not be recorded; however, minutes will be transcribed in the same manner as in other in-person meetings.
- Trustees must ensure there are no members of the public present at their location who can see, hear or otherwise communicate during such Closed Session.

### **Reasonable Accommodation**

- The Library shall provide reasonable accommodation and shall waive or modify this Policy as necessary to provide members of the public and staff appropriate full and equal access to Board meetings.

Approved by the Bergenfield Library Board of Trustees on December 17, 2020