

Videoconferencing Policy for Hicksville Public Library Board of Trustees Meetings

On April 9, 2022, the New York State Open Meetings Law was amended to allow for the Board of Trustees of the Hicksville Public Library (the “Board”) to utilize videoconferencing at its meetings under limited circumstances. The Videoconferencing Policy for Hicksville Public Library Board of Trustees Meetings (the “Policy”) sets forth the requirements for the Board to utilize videoconferencing at meetings. This Policy will remain in effect until either (a) repealed or modified by the Board or (b) Section 103-a of the New York State Open Meetings Law expires and is deemed repealed on July 1, 2026. This Policy is also posted on website for the Hicksville Public Library (the “Library”): <https://www.hicksvillelibrary.org/library-policies>.

Trustees are generally not permitted to attend a Board meeting via videoconference and are expected to attend Board meetings in person. However, there are two scenarios when Trustees are permitted to attend a Board meeting via videoconference:

1. State Disaster Emergency or Local State of Emergency

If a state disaster emergency has been 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 a county, city, village or town pursuant to section twenty-four of the executive law, **and** Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in person meeting, the meeting may be held entirely via videoconference.

2. Extraordinary Circumstances

If no such declaration of a state disaster emergency or local state of emergency has been made, a Trustee may only attend a meeting via videoconference if they are “unable to be physically present at the meeting location due to extraordinary circumstances” and the other requirements discussed below are met. Extraordinary circumstances include:

- disability;
- illness;
- caregiving responsibilities; or
- any other significant or unexpected factor or event which precludes the Trustee’s in-person attendance at such meeting;

Meeting Requirements For Meetings Conducted via Videoconference

If any portion of a meeting will be conducted via videoconference, including public attendance or a Trustee’s appearance, the following criteria must be met:

1. Unless a declaration of a state disaster emergency or local state of emergency has been made as described above and the entire meeting will be conducted via videoconference, at least three Trustees must be present at the same physical location and the public must be able to attend the Board meeting at that location.
2. The public notice for the meeting must inform the public that videoconferencing will be used, where the public can view and/or participate in the meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend;
3. The videoconferencing must utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines;
4. The meeting must be recorded and the recording must be made available on the Library's website within five business days of the meeting and remain available for five years, and shall be transcribed upon request;
5. Except for during Executive Sessions, all members of the Board must be able to be heard, seen, and identified during the meeting, including for any and all motions, proposals, resolutions, and any other matter formally discussed or voted upon;
6. Members of the public must be able to view the meeting via video and participate in the meeting via videoconference in real time where public comment or participation is authorized;
7. The videoconferencing must authorize the same public participation or testimony as in person participation or testimony; and
8. The minutes of the meeting must include which Trustee(s) participated remotely and the minutes must be made available to the public.

Adopted by the Board of Trustees on July 20, 2022
Revised by the Board of Trustees on February 13, 2025