Mannsville Free Library ~ Videoconferencing Policy

On April 9th, 2022, the Governor of the State of New York signed into effect Chapter 59 of the laws of 2022, in part amending the Open Meetings Law to enable public bodies to meet, under certain circumstances, via videoconference. The Mannsville Free Library considered the benefit of this law to its routine operations, and has determined that meeting via videoconferencing per the Open Meetings Law will further the operations and mission of the library.

Consistent with its bylaws and Charter, the Board of Trustees hereby authorizes the use of videoconferencing for its meetings, when circumstances deem it necessary, and hereby adopts the attached written procedures governing member and public attendance at trustee meetings, and confirms each element of those written procedures in this policy.

PUBLIC NOTICE:

1. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

ATTENDANCE:

1. Members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting).

2. Except in the case of executive sessions conducted pursuant to Section 105 of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation law, the trustees shall ensure that members of the public body 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.

ACCESS:

1. The minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to Section 106 of the Open Meetings Law.

2. The Board of Trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Recordings shall be transcribed upon request.

3. For so long as the Board of Trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website.

4. If videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized, and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.

5. Consistent with the library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

Adopted this 10th day of February, 2026.
Yay: 4
Nay: 0
Abstain: 0