

1 MORTON STREET  
NORWOOD, NY 13668  
(315) 353-6692

## RESOLUTION FOR REMOTE ATTENDANCE OF BOARD MEETINGS

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**WHEREAS** 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; and

**WHEREAS** the board of the Norwood Public Library has duly considered the benefit of this law to its routine operations, and determined that meeting via videoconferencing per the Open Meetings Law will further the operations and mission of the library;

**BE IT RESOLVED** that consistent with its bylaws and Charter, the Board of Trustees hereby authorizes the use of videoconferencing for its meetings; and

**BE IT FURTHER RESOLVED** that the board of trustees hereby adopts the attached written procedure governing member and public attendance at trustee meetings, and confirms each element of that written procedure in this resolution; and

**BE IT FURTHER RESOLVED** that 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); and

**BE IT FURTHER RESOLVED** that 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; and

**BE IT FURTHER RESOLVED** that 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; and

**BE IT FURTHER RESOLVED** that 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

Adopted: August 18, 2022

*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; and*

***BE IT FURTHER RESOLVED*** *that 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, and such recordings shall be transcribed upon request; and*

***BE IT FURTHER RESOLVED*** *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; and*

***BE IT FURTHER RESOLVED*** *that for so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website; and*

***BE IT FURTHER RESOLVED*** *that, 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).*

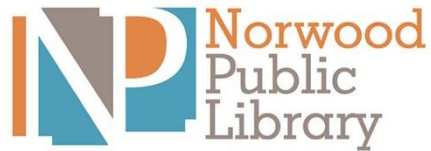
*Adopted this 18 day of August, 2022.*

*Yay: 6*

*Nay: 1*

*Abstain: 0*

*Adopted: August 18, 2022*



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**PROCEDURE:  
REMOTE ATTENDANCE OF BOARD MEETINGS (TRUSTEES AND  
MEMBERS OF THE PUBLIC)**

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1. Videoconferencing will be set-up for all Board of Trustee meetings, as an option for the public, and to be used by board members pursuant to the guidelines outlined in this Procedure.
2. 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).
3. 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.
4. Minutes of the board 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.
5. If videoconferencing is used to conduct a board of trustees 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.
6. 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, and such recordings shall be transcribed upon request.

7. 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.
8. For so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website, which is <https://norwoodnylibrary.org/>.
9. 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)

**Sample: Notice of meeting to use videoconferencing**

The board of trustees of the Norwood Public Library will hold a meeting on

Thursday, June 16, 2022  
6:30 PM

At

Norwood Public Library Community Room  
1 Morton Street, Norwood, NY 13668

Per the policy of the board, videoconferencing will be available to enable attendance of trustees and public access to the open meeting.

The public can view and/or participate in the meeting by clicking the following link: [zoom link](#)

If public comment or participation is authorized and noted on the agenda, those attending via videoconference may engage in the same public participation or testimony as in person participation or testimony.

Documents and records to be reviewed at this meeting will be posted at <https://norwoodnylibrary.org/> and available by request at Norwood Public Library.

The meeting shall be recorded, and the recording shall be posted, or linked, on the library's website (<https://norwoodnylibrary.org/>) within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. The recording shall be transcribed upon request.

*Adopted: August 18, 2022*

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).

Questions regarding accommodations can be directed to the Library Director at 315-353-6692 or [nowlib@ncls.org](mailto:nowlib@ncls.org).

*Adopted: August 18, 2022*