

MEETING AND TELE- CONFERENCING

The fullest participation and attendance in all Board meetings should be achieved whenever possible; and the use of telephone or web-based conferencing for meeting attendance, voting and quorum requirements, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone or web-based conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Library Trustees as follows:

- Section 1: All pertinent provisions of the Open Meetings Act must be complied with, including, specifically, the proper notice of any regular or special meeting, the proper recordkeeping or minutes of each meeting, and the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting and any use of closed sessions shall be in compliance with the provisions of the Act.
- Section 2: The location of the meeting included on the notice shall be equipped with a suitable speaker phone or computer system in order that the public audience, the Board members in attendance, and any staff or guests will be able to hear any input, vote, or discussion of the teleconference, and that any other location where the Board conducts regular business shall have similar speaker phone or computer capabilities for use by Board members, staff, or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.
- Section 3: That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are, in fact, authorized Board members with the right to speak and vote.

- Section 4: This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency.
- Section 5: As soon as it becomes apparent to the Board that a meeting will require telephone or web-based conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by telephone or Internet connection, and the location or locations where speaker phones or Internet will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.
- Section 6: All Board members who meet the above mentioned conditions and are attending meetings by telephone or web-based conference shall be counted for quorum purposes and entitled to vote as if they were personally and physically present at the meeting site, so long as the telephone or Internet connection exists.
- Section 7: The meeting minutes shall indicate those Board members who attend by telephone or Internet connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone or web-based conference.

The Flossmoor Public Library will also allow all trustees, administrators, and members of the public to attend remotely in the event of a Gubernatorial Disaster Proclamation to ensure the public health and safety of our residents. The internet access to these meetings will be posted on each agenda that is conducted remotely.

Revised by the Board of Trustees: March 10, 2015
Reviewed by the Board of Trustees: November 12, 2019
Revised by the Board of Trustees: November 8, 2022