

PARTICIPATING IN MEETINGS VIA ELECTRONIC COMMUNICATION POLICY

WHEREAS, Indiana Code § 5-14-1.5-3.5 allows members of the governing body of a public agency of a political subdivision who are not physically present at a meeting, to participate in meetings by means of electronic communications if certain requirements are met, and the board adopts a policy to govern participation in meetings by electronic communication;

WHEREAS, the Vigo County Public Library desires to adopt this policy for future situations when a member of the Board of Trustees is unable to be physically present at a meeting, but has capability to participate in a meeting remotely; and

WHEREAS, this Policy on Participating in Meetings via Electronic Communication (“Policy”) is intended to comply with the Indiana statutory requirement and govern the participation in meetings by members who are not physically present at a regular, special or executive meeting of the Library Board of Trustees.

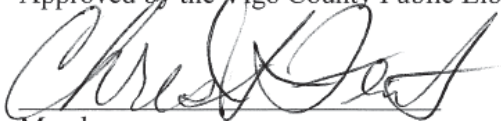
NOW, THEREFORE, be it RESOLVED by the Board of Trustees of the Vigo County Public Library that the following policy is adopted effective immediately:

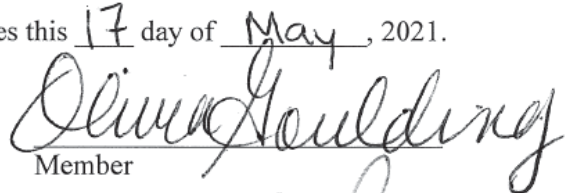
Policy on Participating in Meetings via Electronic Communication

- a. **Minimum Physical Participation:** At least four (4) members of the Library Board of Trustees must be physically present at the place where the meeting is conducted.
- b. **Permitted Electronic Means of Communication:** A member of the Library Board of Trustees not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permit (1) all participating members of the Board to simultaneously communicate with each other; and (2) allows members of the public to simultaneously attend and observe the meeting.
- c. **Technology Failures:** A technology failure that (1) disrupts or prevents simultaneous communications between Board members physically present and those participating electronically; or (2) which disrupts or prevents members of the public who are not present from attending and observing the meeting, does not prevent the Library Board of Trustees from conducting the meeting or affect the validity of an action taken by the Board if the sum of the Board members physically present and those participating without technology issues satisfy the quorum requirements and the voting requirements of the Board.
- d. **Treatment of Members Participating by Electronic Means:** A member of the Library Board of Trustees who participates in a meeting by a permitted electronic communication shall be considered present at the meeting and may vote at the meeting. However, the member must be able to be both seen and heard in order to participate in any final action taken by the Board.
- e. **Roll Call Voting:** All votes of the Library Board of Trustees during a meeting where any member participates by means of electronic communication shall be taken by roll call vote.
- f. **Annual Minimum Physical Participation:** Each member of the Library Board of Trustees must physically attend at least half of the library board meetings each year unless the member’s electronic participation is due to: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.
- g. **Consecutive Meetings:** A Board member may attend consecutive meetings via electronic communication. However, a member who attends two consecutive meetings via electronic communication must attend at least one meeting in person before attending another meeting electronically unless electronic participation is necessitated by: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.

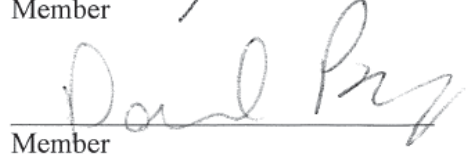
- h. Posting of Minutes: The minutes of each meeting of the Board of Trustees shall include the name of (1) each member who was physically present at the place where the meeting was conducted; (2) each member who participated in the meeting by using electronic communication; and, (3) each absent member. In addition, the minutes must identify the electronic means of communication by which members of the Board participated in the meeting and the public attended and observed the meeting.
- i. Publication of Policy: This policy will be posted on the website of the Library.
- j. Executive Sessions: Nothing in this policy affects the Library's right to exclude the public from an executive session of the Library in which a member is participating by permitted electronic communication.
- k. Exceptions: A member may not participate in a meeting by electronic communication if the Board of Trustees is taking final action to:
 - I. Adopt a budget;
 - II. Make a reduction in personnel;
 - III. Initiate a referendum;
 - IV. Establish or increase a fee;
 - V. Establish or increase a penalty;
 - VI. Use eminent domain authority;
 - VII. Establish, raise, or renew a tax.

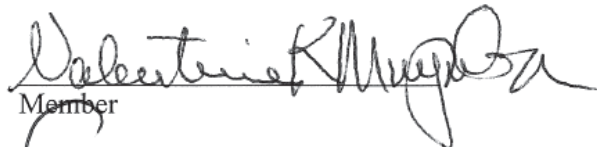
Approved by the Vigo County Public Library Board of Trustees this 17 day of May, 2021.


Member


Member


Member


Member


Member


Member


Member