

Approved October 8, 2026

The Bronxville Public Library
Procedures Governing the Use of Videoconferencing Pursuant to the Open Meetings Law

Pursuant to Chapter 56 of the Laws of 2022, which created a new Section 103-a in the Public Officers Law, as amended, the Bronxville Public Library (“Library”) Board of Trustees (“Board”) adopted resolutions on October 8, 2026, authorizing the use of extraordinary circumstances videoconferencing to conduct its meetings consistent with the following procedures, thereby amending and restating procedures previously adopted by the Board on February 9, 2023:

1. Trustees shall be physically present at any such meeting unless such Trustee is unable to be physically present at the designated public meeting locations(s) due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibility, business or personal out-of-town travel; or any other significant or unexpected factor or event which precludes the Trustee's physical attendance at such meeting.
3. Should a Trustee be unable to be physically present due to such extraordinary circumstances, they must, if practicable, notify the Library Director four business days prior to the meeting if the Trustee wishes to participate in the meeting by videoconferencing.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Board may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum but may participate and vote, if a voting member, if there is a quorum of members at a physical location(s) open to the public. Notwithstanding the foregoing, any Trustee who has a disability, where such disability renders such member unable to participate in-person at any such meeting location where the public can attend, shall be considered present for purposes of fulfilling the quorum requirements at any meetings conducted through videoconferencing; provided, however, that the remaining criteria set forth herein are otherwise met; and provided, further, that the Library maintains at least one physical location where the public can attend such meeting.
5. Except in the case of executive sessions conducted pursuant to Section 105 of the Open Meetings Law, the Board shall ensure that its members 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.
6. The minutes of the meetings involving videoconferencing shall include which, if any, Trustees participated remotely and shall be available to the public pursuant to Section 106 of the Open Meetings Law.
7. If videoconferencing is or may be used to conduct a meeting, the Library’s public notice for the meeting shall inform the public (i) that videoconferencing will or may be used, (ii) how the public

can view and/or participate in such meeting by videoconferencing, (iii) where required documents and records will be posted or available, and (iv) where (identifying the physical location) the public can attend the meeting in person.

8. For any meeting at which videoconferencing will be used, the Library shall record the meeting and post or link such recording on its public website within five (5) business days following the meeting, which link or post shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request.

9. For any meeting at which videoconferencing will be used, the Library shall provide the opportunity for members of the public to view such meetings by video in real time and to participate in proceedings by videoconferencing in real time where public comment or participation is authorized. The Library shall ensure that, where videoconferencing is used, it authorizes the same public participation or testimony as in- person participation or testimony.

10. Open meetings conducted using extraordinary circumstances videoconferencing pursuant to the provisions of Section 103-a of the Open Meetings Law shall 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. For the purposes of these procedures, “disability” shall have the meaning defined in Executive Law § 292.

11. During a state disaster emergency declared by the governor pursuant to Section 28 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 24 of the Executive Law, if the Library determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in-person meeting, then Trustees may join the meeting using videoconferencing and the in-person participation requirements of Section 103-a(2)(a) of the Public Officers Law shall not apply.

12. These procedures shall be conspicuously posted on the Library’s website.

Adopted by the BPL Board of Trustees on October 8, 2026