**Guidance & Resources for Library Boards to Meet**A response to the Novel Coronavirus, or COVID-19  
Created: March 17, 2020  
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**Board Meetings**

During this time library directors, staff and community members are relying on trustees to make decisions about library operations. It is important for library boards to meet, but also be mindful of trustee health and safety.

Boards can meet in person at this time because we are in Phase IV of NYS Forward. However, boards must meet in a way that adheres to pandemic protocol…

1. Everyone in attendance wears a face mask
2. Social distance - seating allows for all attendees to observe six feet of distance
3. Hand sanitizer available for attendees
4. Sanitizing wipes available for wiping down shared spaces or surfaces
5. Meetings are held in public place that allow members of the public to attend and social distance

If you cannot adhere to these guidelines, trustees should continue to host virtual meetings. The Governor has extended Executive Orders to allow virtual public meetings at this time.

**Here you will find some guidance from WNYLRC’s *Ask the Lawyer* service on how library boards can meet remotely, make timely decisions and legally observe Open Meetings Law…**

<https://www.wnylrc.org/ask-the-lawyer/raqs/120>

**Some highlights from this guidance indicate boards can observe the following changes during New York State’s quarantine**

1. Board meetings do not need to take place in a physical space where trustees meet, and the general public has access to observe.
2. Board meetings can take place remotely (phone conference call or online meeting platform).
3. Board meetings shall be made available to the general public online in real time (live) through the library’s website.

Libraries might meet this requirement by posting somewhere on their website (*Home,* *About Us* or *Board of Trustees* page) how the public can obtain call-in information to attend a live board meeting.

An example statement might read, *“The Public Library Board of Trustees will conduct their regular monthly meeting on Month/Day/Year/Time via Zoom as the library is presently observing NYS quarantine guidance. Please email us at:* [*library@stls.org*](mailto:library@stls.org) *to obtain meeting call-in information to attend board meeting proceedings in real time.”*

Libraries should avoid posting call-in information or live meeting recordings to their social media pages or websites to minimize security and digital space concerns.

1. Minutes of proceedings shall be made available at a later date on the library’s website (These can be posted where the library posts all other previous meeting documents). At this time, libraries should just be posting meeting minutes to their website; not recordings.
2. The library shall publicly post when meetings will take place, and where to obtain meeting call-in information to attend a live board meeting. (Postings can be on the library’s main entrance, book drop, website and via press release).

**Resources for hosting live recorded online board meetings:**

1. Zoom - <https://zoom.us/pricing>
2. Webex - <https://www.webex.com/pricing/index.html>
3. GoToMeeting - <https://www.gotomeeting.com/>