

# **Anderson Public Library**

## **Board of Trustee Meetings**

### **Via Electronic Participation Policy**

Members of the Board of Trustees may attend monthly meetings and executive sessions electronically with the following guidelines:

- At least 50% of the members must be physically present at the meeting.
- A member of the governing body may not attend more than fifty percent (50%) of the governing body's meetings in a calendar year by means of electronic communication, unless the member's electronic participation is due to:
  - (1) Military service;
  - (2) Illness or other medical condition;
  - (3) Death of a relative; or
  - (4) An emergency involving actual or threatened injury to person or property.
- A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member shall physically attend at least one (1) meeting between sets of meetings that member attends by electronic communication, unless the member's absence is due to:
  - (1) Military service;
  - (2) Illness or other medical condition;
  - (3) Death of a relative; or
  - (4) An emergency involving actual or threatened injury to persons or property.
- A member may not participate in a meeting by electronic communication if the Board is attempting to take final action to:
  - (1) Adopt a budget;
  - (2) Make a reduction in personnel;
  - (3) Initiate a referendum;
  - (4) Establish or increase a fee;
  - (5) Establish or increase a penalty;
  - (6) Use eminent domain authority; or
  - (7) Establish, raise, or renew a tax.

Members participating electronically may be counted for quorum purposes, and may participate in a final action taken by the Board only if the member can be seen and heard. All votes taken at during a meeting with electronic attendees must be taken by roll call vote.



**Anderson Public Library**

111 East 12<sup>th</sup> Street

Anderson, Indiana 46016 | 765-641-2456

[www.andersonlibrary.net](http://www.andersonlibrary.net)

- Board members are required to provide notification 48 hours before the meeting if they will be attending electronically. (This requirement would be excused for meetings called to deal with emergencies);

## **Electronic Signatures**

If a statute requires a manual signature for attesting or authenticating an obligation issued by the library (bond, note, warrant, or other obligation), an electronic signature will have the same force and effect as a manual signature.

## **During Disaster Emergencies Declared by the Governor or Local Government Officials**

The board may meet completely electronically until the disaster or emergency is terminated.

During such disaster emergency, the board may meet using any form of electronic communication as long as the meeting meets the following criteria:

- At least a quorum of the board are participating in the meeting either in person or electronically;
- the public is able to simultaneously attend and observe the meeting (unless it is an executive session); and
- votes are taken by roll call vote.

Meeting memoranda for an electronic meeting during a disaster emergency must:

- state the name of each board member who attended electronically and who was absent; and identify the electronic communication mechanism used for the meeting.

Approved by the Board of Trustees on 5/19/2021.  
Revised 6/15/2022.



**Anderson Public Library**

111 East 12<sup>th</sup> Street

Anderson, Indiana 46016 | 765-641-2456

[www.andersonlibrary.net](http://www.andersonlibrary.net)