



Board Meeting Policy *Rev. 4/2022*

The Putnam County Public Library Board of Trustee meetings are generally held on the fourth Wednesday of each month, with exceptions noted on the library website calendar. They are held in the Kiwanis room of the library at 103 East Poplar Street, Greencastle. These days/times/locations are subject to change with proper notice posted in compliance with Indiana law. Please contact the library if you have questions or wish to verify meeting information.

All regular board meetings, special board meetings, and emergency board meetings are open to the public. Closed executive sessions are held for the purpose of discussion as permitted by IC 5-14.1.5-6.1(b)(1). No official action may be taken in executive session. All board action must be made during public session.

Public Comment

Upon recognition by the board president, each patron of the library should state their full name, address, and the reason for wishing to speak. Each patron will be given three minutes to address the board with comments related to the business of the board. Unless otherwise determined by the board, a maximum of thirty minutes will be allowed for public input during the meeting. Interruptions or interference with the orderly business of the board will not be permitted and will be considered a violation of the Patron Behavior Policy. The presiding officer may terminate a speaker's privilege to speak if, after being called to order, the speaker persists in improper conduct or remarks.

Electronic Attendance

Pursuant to HEA 1437, library board members may participate in meetings electronically as long as the library uses technology that permits simultaneous communication between board members and that also permits the public to simultaneously attend and observe the meeting.

Library board members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. However, the board

member must be able to be both seen and heard in order to vote. All votes taken at during a meeting with electronic attendees must be taken by roll call vote.

At least four library board members must be present in person at each meeting. If a board member plans to attend electronically, they will notify the board president and the library director at least 72 hours prior to the scheduled meeting.

Board members may not electronically attend more than half of the library board meetings during any given year unless the reason 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.

Electronic participation in meetings is not permitted if the board is attempting to take final action to:

- Adopt a budget;
- Make a reduction in personnel;
- Initiate a referendum;
- Establish or increase a fee;
- Establish or increase a penalty;
- Use eminent domain authority, or
- Establish, raise, or renew a tax.

If the board or a member of the public experiences technology failure during the meeting, this won't prevent the meeting from continuing and won't invalidate board actions or votes as long as there is a quorum of members still able to participate and as long as the voting requirements of the board bylaws/policies are met.

The board cannot prohibit a member from attending consecutive meetings by electronic communication. A board member may attend two consecutive meetings by electronic communication and then must attend at least one meeting in person before attending another meeting electronically unless the reason for attending electronically 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.

Meeting memoranda (minutes) for a meeting where a board member attends electronically must:

- state the name of each board member

- o who was present in person
- o who attended the meeting by electronic means; and
- o who was absent
- identify the electronic communication mechanism used for the meeting.

This section on Electronic Attendance in the Board Meeting Policy is governed by Indiana law. As a result, as legislation is adopted which would impact this policy, such legislation is deemed to automatically apply to this Policy.

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 is 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.