

SAMPLE NOTICE OF MEETING TO USE VIDEOCONFERENCING

The Board of Trustees of the OWWL Library System will hold a meeting on [DATE] at [TIME] at the System Headquarters, 2557 State Route 21, Canandaigua, NY 14424.

Per the policy of the board, videoconferencing will be used to enable attendance of trustees and public access to the open meeting.

The public can view and/or participate in the meeting by arriving at the System Headquarters or registering for the meeting by visiting <https://owwl.org/system>.

Those attending via videoconference may engage in the same public participation or testimony as in-person participation or testimony during the opening of the meeting and following the Public Comment section of the Open Meetings Policy found in the System's Policy Manual.

The meeting shall be recorded, and the recording shall be posted on the System's website (<https://owwl.org/system>) within five business days following the meeting and shall remain so available for a minimum of five years thereafter. The recording shall be transcribed upon request.

Consistent with the System's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA). Questions regarding accommodations can be directed to Ron Kirsop, director@owwl.org.

Public Recording, Photographing, Broadcasting, or Webcasting a Meeting

The OWWL Library System recognizes the requirement of the NY State Open Meetings Law to allow the public to photograph, broadcast, and webcast its open public meetings. Section 103(2) of the Open Meetings Law allows public bodies to adopt rules about the location of equipment and personnel used to photograph broadcast webcast or otherwise record a public meeting. The System adopts the rules outlined below.

Also, per Section 103(2) of the Open Meetings Law, these rules shall be posted at the location of each meeting. These rules will also be included in the public posting for each meeting so the public attending can have notice of and abide by such rules.

Rules for the Public Recording, Photographing, Broadcasting, or Webcasting of a Meeting:

1. No extension cords or other potential tripping hazards may be set up;
2. No flash photography or additional lighting may be used;
3. No recording instrument shall be closer than four feet of a meeting participant, without that person's express consent;
4. All equipment should be silent enough to not cause a disruption;
5. Equipment must not block aisles or exits and may not impede the view of other attendees;
6. Equipment must be maintained, monitored, and attended at all times by the owner of said equipment;
7. The OWWL Library System is not responsible for damaged, lost, or malfunctioning equipment; and

8. The "Guest" WiFi network may be used by the public attending meetings;
9. The privilege to record in this manner at the System is limited to open meetings of the board.

When enforcing this rule with regards to the manner of recording, the System board of trustees shall ensure that the First Amendment of the United States Constitution, and Article I, Section 8 of the New York constitution are honored.