

HOLDEN MUNICIPAL LIBRARY - POLICY MANUAL

Section: The Holden Library Board

Title: Library Board Governance and Meetings: Electronic Communication

Policy Number: LIB-01-002A

Date of origin: April 14, 2020

Purpose: to allow the Library Board to hold meetings remotely and comply with the legislative requirements.

Considering the Coronavirus COVID-19 Pandemic, and with the authority of Ministerial Order No. 99-2020 Municipal Government Act (section 603) - Meeting Procedures (Covid-19 Suppression) Regulation, will implement changes to its Library Board meetings.

The Holden Municipal Library Board acknowledges the need and advantages to holding electronic meetings from time to time as necessary.

This Policy would:

- be enabled and carried out when any circumstance warrants an electronic meeting to be held,
- authorize any members of the Board, Council, and staff to attend regular Library Board meetings and committee meetings by Electronic Communication Technology, and
- authorizes and allows for public transparency and public attendance by Electronic Communication Technology.

1. The Library Board, in pursuant of policy LIB-01-002 section 22, has this policy in addition to discuss Board Governance and Meetings through Electronic Communication.

2. Electronic meetings participation and public observation through Electronic Communication Technology, gives flexibility to the Board to conduct business using telephone, email and/or video conferencing without compromising the rights of the public to attend and observe meetings of the Board.

3. "Electronic Communication Technology" means web-based and/or telephone platforms which allow people to watch and/or listen to the meeting within a virtual facility.

4. "Electronic Meeting" means a meeting called and held within a virtual facility, in full or in part via Electronic Communication Technology including, but not limited to, audio teleconference and/or video teleconference, and held whether or not in the virtual presence of attendees who listen or observe the meeting without being physically present, and held in accordance with The Libraries Regulation, Section 5.1, which reads "Every meeting of a board is open to the public."

5. "Public Notice Posting" means notice posted on the Library's website and posted through the Library's Social Media.

6. "Virtual Facility" means the place specified on the Electronic Meeting's Public Notice Posting which is identified as a unique web-address or a teleconference access location of the meeting and for the