



**Policy 6.3**  
**Library Board of Trustees: Attendance at**  
**meetings by teleconference**  
Adopted: 7/25/2008  
Revised: 3/27/14

1. The opportunity to attend meetings of the Library Board of Trustees via telephone is open to any member of the Board providing speaker phone equipment is operational at the meeting.
2. A Board member's participation in the meeting by telephone is permitted when the telephone connection is of sufficient quality that all participants and audience members can hear all Board members clearly at all times.
3. Board members who wish to attend a Board meeting by telephone should notify the Board Chair and the Library Director in advance, so that equipment arrangements may be made, other members notified, and arrangements can be made for all members to have the agenda packet materials in front of them during the meeting.
4. In instances where more than one Board member desires to attend a meeting by telephone, this will be permitted only when the teleconferencing equipment permits all Board members to be identified and heard clearly by all participants and members of the public.
5. Meeting minutes shall indicate when a Board member is participating in a meeting by telephone.
6. To reduce the chance of confusion, the Chair of the Board may elect to limit the number of teleconferencing participants to no more than one.
7. This policy shall apply to the Board's regular meetings as well as executive sessions.