

Hybrid Board Meeting Guidelines

The Hybrid Board Meeting guidelines of the Pennsauken Free Public Library (PFPL) exist to allow members of the board to attend a Library Board of Trustees Meeting in person or virtually.

Per Bylaws and Legal Requirements

- Trustees shall make every effort to physically attend each meeting of the Board of Trustees.
- In the event a Trustee cannot physically attend a meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to, [*telephone, Zoom, etc.*]
- Trustees may not attend a meeting via email, text messaging or the like.
- In order to be able to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents and presentations which are being considered at the meeting as well as the opportunity for simultaneous aural communications among all participating Trustees.
- During Closed Sessions, please ensure that no persons are present unless authorized.

Guidance

- Start by setting some ground rules and principles for meeting together in a hybrid environment.
 - Identify other persons present during the meeting who may or may not be visible.
 - The point the meeting streams live or recording begins, should be announced to all participants and guests.
- Trustees must attempt to have an uninterrupted quiet environment to attend the meeting virtually and shall remain muted unless speaking to minimize feedback.
- Since all of the attendees and facilitators are not in the same room, it's important to set clear expectations at the beginning of the meeting. Let virtual attendees know how they can chime into the discussion and remind in-person attendees to be mindful of the virtual guests.
- If there will be multiple people participating who are in person together, make sure you've identified a solution for remote attendees to hear everyone in-room (e.g. multiple microphones placed throughout the space or seating in-person speakers near each other) and to share their own input.
- Test technology audio and visuals offsite and onsite before the start of the meeting.
- Ensure offsite and onsite participants are visible and use technology that will support their setup.
- Try to avoid cross-talks and impromptu side conversations as they can be confusing to your colleagues and other participants.
- To promote efficiency in Hybrid meetings, share meeting agendas ahead of time with all participants. Each member should review and be prepared to discuss key points.

Approved by the Board of Trustees: *April 24, 2023*