Board of Library Trustees
15 June 2022, 6:30 PM

MEETING AGENDA

Zoom Meeting link
Meeting ID: 876 1543 9612

1. Call to order		Rose
a. Roll call		
b. Approval of minutes: May 2022		
c. Set date of next meeting: 13 July 2022		
2. Chair's report		Rose
3. Committee reports		
a. Building		Mulé
b. Fundraising		Spanagel
c. Planning		Silverthorn
4. Director's report		Mulé
5. New Business		Mulé
6. Review Action Items		Rose
7. Adjournment		Rose

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in a place, the various Boards and Committees representing the Town of Lancaster will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:
- All non-emergency items must be correctly posted at least 48 hours before the meeting. This is always done by contacting the Town Clerk's office.
- All members should receive the same documents for the meeting electronically.
- Supporting documents should be posted on the Town's website and be available for public members.

Essential Components for Remote Meetings:
- Access to participate in a quorum of committee members at the meeting.
- Ability to take minutes that accurately reflect the meeting and the votes taken.
- Ability to record the meeting for playback (this is not required under the order but is preferred).
- Ability to allow for real-time public participation/comments (this is not required under the order but is preferred).
- Meeting with public hearings must provide access for third-party participation to all committee members.

Identifying the Proper Medium to Conduct Meetings:
While we are suspending the use of the Nashaway Meeting Room in the Prescott Building, and the ability to live stream through Sterling-Lancaster Cable, there are meeting alternatives below for Boards and Committees to consider. There may be alternatives that members are more comfortable using, which will be permitted so long as the essential components for all meetings are met through that medium.

- *Town of Lancaster ZOOM account with Webinar Functions:* this account was purchased by the Town Administrator's office for hosting meetings that require involvement from the public and third-party participants. This is currently the preferred method and should be used by Boards and Committees that have hearings that require third-party participation and applicants seeking permits. (this includes but is not limited to the Board of Selectmen, Planning Board, Board of Appeals, and Conservation Commission)
  - At this time, the Town only has one executive ZOOM account. If you wish to use the ZOOM account, you may need to schedule meetings at different times/days than your Board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts:* Anyone can access a free Zoom account with up to 100 participants for a maximum 40-minute meeting length. This function will allow the Board and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities, and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Local Cable Access:* Currently, the Town does not allow for local cable access broadcast through the Nashaway Meeting Room. However, to the extent possible, the local cable broadcast agent will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of ZOOM for Remote Access to Public Meetings
Zoom Video Communications, Inc. (ZOOM) can be used for remote conferencing services to allow remote

access to public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the Town calendar on the homepage of Lancaster's website, www.ci.lancaster.ma.us.

Meetings can be accessed from your personal computer, cellphone, and telephone. It is anticipated that most Board and Committee meetings will continue to be broadcast by Sterling-Lancaster Cable through ZOOM's "Record" feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer ("computer participants") must rename themselves with their official first and last names.
- Computer participants are encouraged to click on the "Participants" feature in ZOOM to view all participants and view/use the "Q&A" function to pose questions at the bottom of the screen.
- Computer participants may "Pin" to a particular video screen.
  - It is recommended to "Pin" to the staff member associated with the committee, or there is no staff member, to the Chairperson. This can be done by right-clicking over the three (3) dots symbol in the top right corner of the staff/chair's video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document to adequately recognize members and provide information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairperson will identify themself.
- The Chairperson will conduct the roll call of the Board
- The Chairperson will call the meeting to order
- All participants (excluding the Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants must include their name and address when using the chat feature to pose a question to the Chairperson.
- The present staff member or Chairperson will control all documents displayed throughout the meeting.
- Only computer participants will be able to view documents.
- If and when the Chairperson allows for public comments/questions, it will be conducted in the following sequence:
  - The Chairperson will read public comments/questions received before the meeting, followed by a real-time Board and applicant response.
  - The Chairperson will read real-time comments/questions typed by computer participants in the "Q&A" feature, followed by real-time Board and applicant responses.
    - Computer participants must click on "Q&A" to enter their comments/questions.
    - The staff or Chairperson will address the question live to the Board. It will be discussed and then marked "answered" by the staff or the Chairperson.
- The Chairperson will ask if any other participants accessing the meeting comments/questions.
- Board members needing to be recused during a meeting will be placed in a virtual "Waiting Room" by the staff person of the Chairperson.

Directions to access meetings will be posted on agendas for the public.