

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**ELECTRONIC BOARD MEETING ATTENDANCE**

**Policy**

The Board of Library Trustees of the West Chicago Public Library District (WCPLD) will authorize video and audio conference participation by an absent Board member or members by Board vote at the meeting in question when:

- A. A quorum of Board members is physically present at the meeting
- B. A Board member or members cannot physically attend because of
  - a. personal illness or disability;
  - b. employment purposes or the business of the Board of Library Trustees;
  - c. family or other emergency;
  - d. unexpected childcare obligations; or
  - e. performance of active military duty as a service member; or
  - f. a disaster declaration by the Governor of the State of Illinois or other equivalent authority consistent with 5 ILCS 120/7(e).

Board members who participate by video or audio conference have all the rights of members physically present, including participation in discussions and the right to vote. However, as a condition of attendance by video or audio conference, a board member attending by video or audio conference must:

- a. Have their video camera turned on and be visible on it for the entirety of the meeting; and
- b. Disable any and all AI or companion toolkits during any meeting in which they attend. AI notetakers and companions are not permitted.

**Procedure**

The member who wishes to attend electronically must notify the Secretary of the Board of Trustees as soon as the member knows they will be unable to attend, and in all cases prior to the start of the meeting unless advance notice is impractical. As a “best practice”, members should notify the Secretary and the Library Director at least twenty-four (24) hours prior to the start of the meeting. If it is the Secretary that wishes to attend electronically, the Secretary will notify the President of the Board.

Board members who have participated electronically must be noted as such in the Board minutes.

## **5 ILCS 120/7(c)**

### **Disaster Declarations**

Subject to the requirements of 5 ILCS 102/2.06 (meeting minutes requirements) but notwithstanding any other provision of law, an open or closed meeting may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:

1. the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster;
2. the President of the Board of Library Trustees, or the vice-president if the president is unavailable for the meeting, determines that an in-person meeting is not practical or prudent because of a disaster;
3. all members of the body participating in the meeting, wherever their physical location, shall be verified and shall confirm they can hear one another and can hear all discussion and testimony;
4. at least one member of the Board of Library Trustees or the Library Director or the Library's legal counsel is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and
5. all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

A verbatim record of the meeting must be kept in audio or video format and as otherwise set forth in section 5 ILCS 120/2.06.

For open meetings, members of the public present at the regular meeting location of the body must be able to hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the Library must make alternative arrangements and provide notice of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link. The Library shall bear all costs associated with making virtual attendance by members of the public possible.

Reviewed by Policy Committee: 6/10/2021; 3/16/2026; 5/14/2026

Approved by Board of Library Trustees: 6/23/2014; 8/28/2017; 6/28/2021; 5/26/2026