

**Item:** WLS Video Conference Policy and Fuze Software

**Background:** At the 5/30/2017 Board Meeting, the WLS Board approved the Policy re Board Meeting Participation via Video Conference.

**Status:** WLS IT staff selected Fuze, an internet based Web(Video)- Conferencing platform, as the software to connect remotely to the WLS Board Meetings.

General instructions for participation via video conference and how to utilize the software are attached, and a demonstration will be given at the Board Meeting.

October 24, 2017

# WLS BOARD MEETING PARTICIPATION VIA VIDEO CONFERENCE

## GENERAL INFORMATION

Any Board member eligible to participate remotely must comply with the attached policy.

- WLS IT has selected Fuze, an internet based Web (Video)-Conferencing platform, to connect remotely to the WLS Board Meeting.
- The advantages of Fuze include: Free download of software; computer-generated email invitation with specific Meeting ID Number, instructions and links that will prepare your equipment to connect to the WLS Board Meeting.
- Board Member is responsible for all set-up and equipment (download of Fuze software or app, camera, microphone & audio) required to connect to the meeting.

## AT LEAST 8 (EIGHT) DAYS PRIOR

- **Contact** the Board President & Executive Director of your intent to participate remotely
- **Include** remote site address for official notice to the media.
- **Ensure** remote location is open and accessible to the public.

## DAY OF EVENT

- **Open Fuze Email**
- **Follow instructions** (see sample below)

### SAMPLE FUZE EMAIL

You've been invited to join a Fuze meeting. For the highest quality audio and video experience, we suggest joining using the meeting link below. (Note: If you do select to dial-in, you may miss out on content shared during the course of the meeting.)

**Meeting ID: 35222958\* [\*MEETING ID UNIQUE TO EACH EVENT]**

Join Online Meeting: [http://fuze.me/35222958\\*](http://fuze.me/35222958*)

Join by phone [VS. USING MICROPHONE IN COMPUTER OR DEVICE]:  
Dial phone number and enter the Meeting ID when prompted

- Toll: [+1 201-479-4595](tel:+12014794595)

### 1. DOWNLOAD FUZE & CHECK EQUIPMENT

For the optimal Fuze experience, it's best to [download Fuze](#) before the meeting.

### 2. CLICK HERE TO CONNECT TO EVENT

**FOR ASSISTANCE THE NIGHT OF THE MEETING**

Contact WLS: **914-XXX-XXXX**

**Subject:** Board Meeting Participation via Video Conference

**Application:** WLS Trustees

The participation of Board members in the Board and committee meetings of the Westchester Library System (WLS) is necessary for the effective operation of WLS on behalf of the residents of Westchester County and its libraries. However, the Board members are not always available to be physically present at Board meetings. The New York State Open Meetings Law allows for remote participation and voting in Board meetings if certain requirements are met.

This policy describes the requirements that bring WLS into compliance with New York State law and also reflect WLS's desired use of remote participation.

Any Board member wishing to participate remotely must follow these rules:

1. The option to participate remotely is only available to a Board member when she/he is not physically present in Westchester County at the time of the meeting or when she/he is not ambulatory.
2. In order to comply with public notice requirements, the Board member needs to notify the Board President and the Executive Director of intent to participate remotely along with address information of the video conference location at least eight (8) days before the relevant Board or committee meeting, unless such advanced notice is impracticable.
3. The member must use video and audio of high quality on a broadband connection that has no obvious latency.
4. The Board member must use software for this purpose that is approved by WLS IT for its quality and to ensure that participation in closed sessions will be secure from outside observation.
5. The Board member must be willing to let members of the public join with her/him at the remote site as this address will be published in the official notice of the meeting and to ensure that the remote location is open and accessible to the public.

All Board members attending meetings by video conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.

In addition, sufficient security and identification procedures shall be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

*Last Approved: May 30, 2017*