

**Meetings.** There shall be 12 regular meetings during the year held on the second Tuesday of each month at 5:00 pm at the Greenfield Public Library. Meeting dates may be changed by board approval. Proceedings of all meetings shall be governed by Robert's Rules of Order (revised).

Meetings may be attended in person or virtually via telephone or videoconferencing technology, such as Zoom, as long as the platform allows for real-time participation. A quorum for the transaction of business at any meeting shall consist of four (4) members of the board, whether present in person or attending remotely. Members attending virtually shall be considered "present" for all purposes, including voting. The board shall ensure that virtual participation maintains transparency, public access, and adherence to open meetings laws.

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- A) Call to order
- B) Any public presentations to or discussions with the board
- C) Disposition of minutes of previous regular and any intervening special meetings
- D) Financial report of the library as prepared by city clerk
- E) Action on bills
- F) Librarian's Report
- G) Committee Reports
- H) Communications
- I) Unfinished business
- J) New business
- K) Adjournment

A special meeting may be called at the direction of the president or at the request of 2 members, for the transaction of business as stated in the call of the meeting.