



cat Committee Meeting Reminders

Following good hybrid meeting etiquette helps create an inclusive environment where all participants feel engaged and respected.

For all attendees:

We will be recording today's meeting.

Please Introduce yourself before speaking, or after making a motion or second.
"Name from Library."

Stay on topic to respect everyone's time.

Allow others to complete their thoughts before speaking up.

If you are not a committee member, please refrain from participating in discussions unless you are responding to a direct question from a committee member.

For In-Person Attendees

Face the camera when speaking as much as possible to ensure remote attendees can see you clearly.

Avoid side conversations or whispering to others in the room. This can be distracting to both in person and remote participants.

For Remote Attendees

Turn your video on when possible. This helps us feel more connected.

Mute yourself when not speaking to cut down on background noise.

Avoid multitasking or working on other tasks during the meeting.

WVLS staff will do our best to monitor the chat and assist remote participants to address any issues.

If you need to leave the meeting early, let us know via chat.