

ONLINE MEETINGS

Virtual Meeting User Guide for the Public

Overview

BDL Board Meetings are currently held virtually to help avoid the spread of COVID-19 and maintain proper social distancing.

BDL will use Zoom Webinars to conduct virtual meetings. Board meetings are the 3rd Monday of each month at 5:30pm, or visit www.BranchDistrictLibrary.org/board_packets for details.

Just Watching?

Go to www.BranchDistrictLibrary.org/livestream at the appointed meeting time if you just want to watch and do not wish to speak or comment.

Want to Participate?

Read on in this guide for how to participate via voicemail, email, or by using Zoom or your telephone to speak during our public comment periods.

Participating in Virtual Meetings

There are a variety of ways you can participate in one of our virtual meetings.

Participating Offline

The simplest way to participate is send us a message by 4:00PM the day of a meeting. You may:

- leave a voicemail by calling 517-279-7848
- send an email to director@BranchDistrictLibrary.org
- use our web form at www.BranchDistrictLibrary.org/suggestion_box

Messages received by 4:00PM will be played or read during the public comment period of our meeting.

Participating Live

To participate live, you will need to either connect online using the Zoom platform, or you'll need to call in on a telephone.

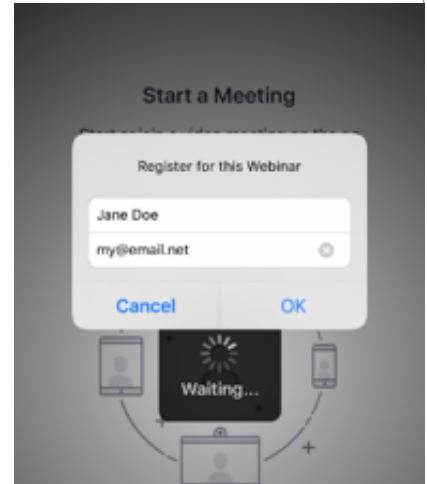
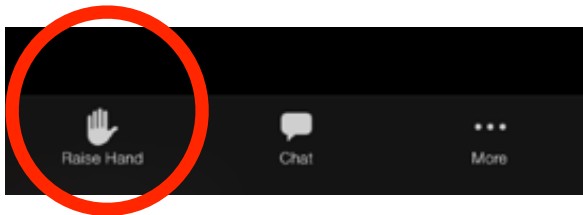
Via Zoom on a Computer/Tablet/Smartphone

Every meeting will have its own unique web link and Zoom meeting ID. Go to www.BranchDistrictLibrary.org/board_packets and click on the meeting to see the Zoom link and meeting ID. Click the Zoom link to join the meeting.

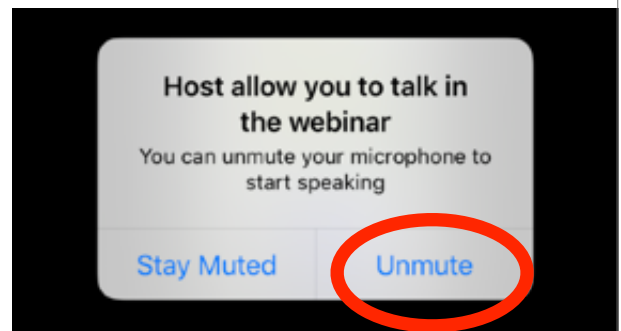
If you have never used Zoom before, you will be prompted to download and install a small application to your computer or device. The Zoom website will walk you through the installation of the application. Please read the screen prompts closely. Once the application is installed you will be able to join the meeting.

When you first join, you will be asked to enter your email address and name. You may also be asked if you want to use your computer/device audio, or if you want to call in on a telephone. If you choose telephone, refer to the instructions below for calling in to participate.

During the public comment periods, indicate you wish to speak by clicking the “Raise Hand” icon in Zoom.



You will be acknowledged in the meeting and given the opportunity to speak. You will still need to unmute your microphone when offered the chance.



Calling in on a Telephone

You may dial in to the meetings on any touchtone telephone. You will need the meeting ID from the meeting agenda found at www.BranchDistrictLibrary.org/board_packets. On your phone, call **1-312-626-6799** and enter the meeting ID when prompted. You will not need a participant ID.

During the public comment periods, indicate you wish to speak by dialing ***9** on your phone. You will be acknowledged and will then need to dial ***6** to unmute yourself. Library staff cannot unmute your phone for you.

Making Public Comments

Once recognized and unmuted, state your name and where you live before giving your comment. The time limit for any individual's public comments will be 5 minutes. Some questions may require research, in which case no answer may be available during the meeting time.