Harbor Beach Area District Library
Board of Trustees Meeting
May 13, 2020

PLEASE TAKE NOTICE that the meeting of the Harbor Beach Area District Library Board of Trustees scheduled for **May 13, 2020 starting at 7:00pm** will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Order 2020-75.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the Library Director via email at vicki@hbadl.org or leave a voice mail by calling 989-479-3417, at least 2 business days prior to the meeting.

Join Zoom Meeting
https://zoom.us/j/92180098111?pwd=VnhWMG1zWjhaWCtvSzk4cEdlbXpFQT09

Meeting ID: 921 8009 8111
Password: 302526
One tap mobile
+16465588656,,92180098111#,,1#,302526# US (New York)
+13017158592,,92180098111#,,1#,302526# US (Germantown)

Dial by your location
        +1 646 558 8656 US (New York)
        +1 301 715 8592 US (Germantown)
        +1 312 626 6799 US (Chicago)
        +1 669 900 9128 US (San Jose)
        +1 253 215 8782 US (Tacoma)
        +1 346 248 7799 US (Houston)
Meeting ID: 921 8009 8111
Password: 302526
Find your local number: https://zoom.us/u/adLNacTbfS

Zoom Instructions for Participants

To Join the conference by telephone:
1. On your phone, dial the teleconferencing number provided below.
2. Enter the Meeting ID number (also provided below) when prompted, using your touch-tone (DTMF) keypad.

Before a Video Conference:
1. You will need a computer, tablet or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to video conference or conference call is provided below. The details include a link to "join via computer" as well as phone numbers for a conference call option. The 9-digit Meeting ID number is also listed below.

To Join the video conference:
1. At the start time of the meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
2. You will have an opportunity to test your audio at this point by clicking on "Test Computer Audio". Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join the meeting without the link by going to **join.zoom.us** on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted, using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:

Attendees have access to these features:

- Mute / Unmute: Mute and unmute your microphone. (far left)
- Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
- All participants will be muted by the host upon entry in the room. Members of the public attending the meeting will be given a chance to unmute during the Public Comment time of the meeting.

- Start Video / Stop Video: Turns your camera on or off.
- Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
- Participants: See who's currently in the meeting and invite others. You can also access to these options:
    - Rename: Hover over your name and click Rename to change your screen name displayed to other participants.
    - Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host.
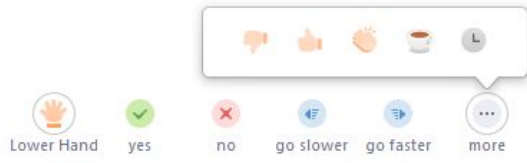
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the participants.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. Learn more.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

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If you have any further questions or concerns, please contact 989-479-3417 or email vicki@hbadl.org.