Public Input and Attending / Viewing

of The Urbana Free Library Board Meetings

via Zoom

People are welcome to attend and participate in the meeting virtually via Zoom. The Zoom session will be recorded as part of the record.

Additional instructions may be provided by the Chair or host.

<u>**Providing Public Comment**</u>

Via e-mail:

We ask that if you possibly can, please submit your public comments by email by 6:30 pm to administration@urbanafree.org. These will be read per Library Board meeting rules and time limits in the Board's Bylaws. Email sent to this account may be transmitted to all Board members. Email must be received by the start of public comment at the meeting and will only be taken during the public comment portion of the agenda.

Providing Public Comment from a computer browser or the Zoom app on a mobile device:

- The link to join by computer is listed on the agenda.

- You do not need to install software on a computer to use Zoom. You can click "Join from your browser." It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There also is a Zoom app for smartphones.

- We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). Video will remain off for all members of the public, even while they are speaking.

- Per the Bylaws of The Urbana Free Library Board regarding public comment, you must identify yourself with your name to provide public comment. During public comment, if you wish to speak, please "Raise your hand" using the option as shown in the Participant window (if using the Phone App, there are different steps). When called on by the Chair or host, you will be un-muted in Zoom. You must identify yourself with your name for the record prior to speaking, per the Bylaws of The Urbana Free Library Board. Make sure you have a microphone on your computer if you wish to speak, or see below to dial in with your phone. FCC Guidelines will be followed.

- You can find tutorials and help information here: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

Attending the Meeting or Providing Public Comment by phone:

- Join by calling the phone number shown in the agenda.

- Callers will then be asked to enter the Meeting ID number **followed by the # key**. The Meeting ID number is listed on the agenda.

- All callers are muted by default.

- If you wish to speak, please "Raise your hand" **by pressing *9 once**. This toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted. You must identify yourself with your name for the record prior to speaking, per the Bylaws of The Urbana Free Library Board. When you are done, the host will "lower your hand" and mute you. There is no need to press any more buttons.

As a reminder, public comment can be received and is encouraged before the meeting via email as listed above. The video recording should be available on UPTV's YouTube channel and via The Urbana Free Library Board page on the City's website within 24 hours.

This is a work in progress and a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

https://www.groovehq.com/blog/zoom-tips-and-tricks

https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks