

Zoom for Board Meetings

A Guide for the Public

Remote Board Meeting Practices

Like with all regular board meetings, Winnetka-Northfield Public Library District board meetings run using Zoom will:

1. Be recorded for distribution on the library website (<https://www.winnetkalibrary.org/>)
2. Be open for the public when the board is not in closed session
3. Include a section at the beginning and end of the meeting for public comment

How to Attend a Remote Board Meeting

Information on how to connect to the board meeting will be posted on the library website in advance of the meeting. You can attend the meeting as an observer in one of the following ways:

- Use a computer running Zoom software
- Use an iPad or iPhone running the Zoom app
- Dial into the meeting using a telephone

There will be no tech support. If you experience technical difficulties during the meeting it is best to close the software or hang up and start afresh.

Using a Computer

1. Connect to the meeting using the link on the website (the link will be on the board meetings page at <https://www.winnetkalibrary.org/connect/board-of-trustees/board-meeting-schedule-and-minutes/>). If you do not have the Zoom software installed on your computer you will be prompted to install it.
2. Connect to the meeting using computer audio. You will be prompted to provide a name when you log in. Providing a name will help us to identify you to allow you to speak during the public comment section.
3. On your screen at the bottom will be a picture of a hand with the text "Raise Hand" beneath it. When you click on that the hand turns green and the text changes to "Lower Hand". If your hand is raised during the periods for public comment you will be given an opportunity to speak in turn.

Using an iPad or iPhone

1. Install the "ZOOM Cloud Meetings" app on your iPad or iPhone from the app store. The software developer who makes it (the grey text below the name of the app in the store) is "Meet Happy."
2. Find the link to the meeting on the library's website on the board meeting page (<https://www.winnetkalibrary.org/connect/board-of-trustees/board-meeting-schedule-and-minutes/>). Click on the link and it will open in the Zoom app. Providing a name upon login will help us to identify you to allow you to speak during the public comment section.

3. At the top of your screen will be a picture of a hand with the text "Raise Hand" beneath it. When you click on that the hand turns green and the text changes to "Lower Hand". If your hand is raised during the periods for public comment you will be given an opportunity to speak in turn.

Using a Telephone

1. Get the meeting information from the board meeting schedule page on the website (<https://www.winnetkalibrary.org/connect/board-of-trustees/board-meeting-schedule-and-minutes/>). You will need:
 - The phone number to call
 - The meeting ID
2. Call the phone number using your phone and, when prompted, enter the meeting id followed by the # symbol.
3. During the period for public comment you can dial *9 on your phone to raise your hand. You will be identifiable by the last few digits of your phone number (your phone number will be partly obscured to maintain your privacy). When you are called on during the section for public comment you will be unmuted and will be able to speak.