

Due to COVID19, Briggs District Library will be holding virtual Library Board meetings.

The Library Board requests that all attendees stay muted until the Public Comments section of the meeting. If you would like to make a comment and are connected via computer, you can also post a comment in the chat section, which will be read aloud during Public Comment. If you are only attending the virtual meeting via telephone, we will unmute everyone and allow for public comment at the appropriate times. Anyone wishing to make a public comment will be asked to identify themselves and will be limited to three minutes.

There is no closed caption option with GoToMeetings. If you need this service, please contact the library director at 989-224-4702 or director@briggsdistrictlibrary.org so we can make arrangements for a phone relay service.

Briggs District Library Board Meeting

Thu, Jan 14, 2021, 6:00-8:00pm

Please join my meeting from your computer, tablet, or smartphone.

<https://www.gotomeet.me/SaraMorrison1/library-board---january-2021>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 326-807-317

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/468317581>

GoToMeeting Quick and Helpful Guide for Attendees

Here are a few things you need to know before joining your first GoToMeeting online meeting. You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate.

Get started with GoToMeeting on your mobile device by downloading the GoToMeeting app from the App Store, Google Play, or Windows Phone Store. Then join the meeting by opening the app and entering the meeting ID you received in an email from the meeting organizer. Learn more about the free GoToMeeting mobile apps at gotomeeting.com.

1. You're invited
 - A. The invitation link is posted on the Briggs District Library website and Facebook pages
 - B. The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio
2. Be prepared
 - A. Join the meeting a few minutes early to make sure you have everything you need
 - B. If you don't already have the software, it will download automatically and you'll be placed in the meeting
3. Talk and listen
 - A. Check the online meeting invitation or your Control Panel to see the audio options available
 - B. If the option to dial-in is offered and you'd like to use it, call in using the telephone number and access code shown. Enter the audio PIN if provided
 - C. You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option
4. Know who's speaking
 - A. The bottom of your meeting window and the Control Panel both indicate who's speaking
 - B. When you are speaking, meeting attendees will see your name if you connected with mic and speakers, or if you dialed in and entered your audio PIN
5. Interact
 - A. You can mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the audio PIN to mute your line via the GoToMeeting controls
 - B. If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host, and/or other individual attendees
 - C. The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab
6. Leave the meeting
 - A. When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave)
7. Need more help?
 - A. Our support center is available 24/7 to help you troubleshoot and answer questions