



# Willard Library Remote Board Meeting Instructions for Access

**MEETING TIME & DATE:** Date and time listed under “Upcoming Meetings”

- <https://tinyurl.com/WPLBdMtgDates>

**MEETING LOCATION & ACCESS:**

- <https://tinyurl.com/WPLBoardMeeting>
- OR CALL 1-331-303-0265 and enter PIN: 290 327 049#

**TECHNICAL ASSISTANCE:** <https://tinyurl.com/WPLTechAsst>

It is recommended that you test your equipment by accessing the room 30 minutes before meeting time. Technical assistance is available during this time. If you have difficulty accessing the meeting, please email [techsupport@willardlibrary.org](mailto:techsupport@willardlibrary.org) with your phone number stating you are having difficulty accessing the meeting.

**REASON FOR REMOTE MEETING:** Due to the COVID-19 outbreak, Board Meetings will be held remotely pursuant to MDHHS Emergency Order under MCL 333.2253 issued November 2, 2020 and the Amendment to the Open Meetings Act, PA 228 of 2020. Members of the public may attend the board meeting using the meeting access information above.

**PUBLIC COMMENT:** see “Public Comments: Request to Address the Board” for requirements and procedures, which document is available at: <https://tinyurl.com/WPLPublicComment>

**ACCOMMODATIONS:** Access to closed captioning is an option in the meeting software being used for the meeting. Additional requests for accommodations must be made at least 24 hours prior to the meeting; requests for such accommodations must be emailed to: [clucas@willardlibrary.org](mailto:clucas@willardlibrary.org)

Thank you for your patience and flexibility during this difficult time.