Negaunee Public Library Board
10:15 a.m., November 15, 2022
Michigan Room, Negaunee Public Library

1. Call to order
2. Secretary's Report
3. Public Comment
4. Financial Report
5. Librarian's Report
6. Communications
7. Unfinished Business
   a. Internet use policy update
   b.
8. New Business
   a. Ongoing/upcoming events
      i. National Novel Writing Month "come write in"
      ii. Closed for Thanksgiving, November 24-27
      iii. Friends' holiday decorating, November 30
   b. Jessica takes time off (November 18, 21, 22)
   c.
9. Adjourn

Next meeting: December 20, 2022

Officers:
President: Al Sundine
Vice President: Laura Jandron
Secretary: Eyre Becker

Negaunee Public Library Board
Minutes for October 18, 2022

Members present:: E. Becker, L. Jandron, A. Sundine, and J. Holman, Library Director. Absent: M. Sylvester

Meeting called to order at 10:36 a.m. by Pres. A. Sundine. Minutes of the meeting on August 16, 2022, as submitted by E. Becker were approved.

Public Comment: None.

Financial Report: All bills were paid as of October 1, 2022.

Librarian's Report: Librarian's report was provided in the board packet. J. Holman   attended a webinar hosted by the Michigan Library Association. She encouraged the board to revisit the outdated internet and wireless access policies. There has been an uptick in middle school library visitors. An event on October 11 had 24 new library cards registered. The Wings of Fire group has moved to 3:00. Jessica attended the first in person UPRLC since September 2019 and reported that it was well attended.

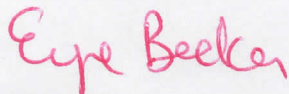Communication: None.

Unfinished Business:

    1.The new story time on Thursdays is slowly growing.

    2. There is no update with the Negaunee Township contract negotiations.

New Business:

    1. Upcoming events for the library include:

        a.   The genealogy workshop that was scheduled for 10/18 took place 10/20 due to weather.

    2. National novel writing month begins November 1st.

    3. The NPL Internet Policy, Minor Child Internet Permission Agreement and Wireless Internet Policy will be reviewed by J. Holman. Changes presented to the board for approval.

The meeting was adjourned at 11:01 with the next scheduled meeting to be held December 20, 2022.

Respectfully submitted,

Eyre Becker

Eyre Becker

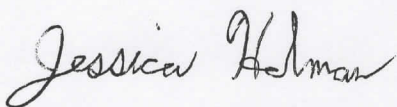Negaunee Public Library Advisory Board Secretary

Librarian's Report

The special events in October were popular successes. The genealogy workshops offered by the Marquette County Genealogical Society were highly praised by those who attended. J-TAG's Halloween party made a triumphant return, with 64 attendees – more than had attended pre-pandemic. It's especially noteworthy that the kids who planned and prepared the party did so in less time than in the past; the 2019 party planning started in early September, which this year's came to fruition in a month.

The local Next Chapter Book Club has resumed meeting at the library. As per the international website (https://www.nextchapterbookclub.org/), the group is a community-based book club program for adolescents and adults with Down syndrome, autism, cerebral palsy and other intellectual and developmental disabilities. They are next meeting this upcoming Friday at 1:30 p.m., and are welcoming new members.

In Superiorland Library Cooperative news, Jeremy Morelock, who has been the database maintenance and system administrator's assistant, has taken the automated library system administrator position vacated by Lissa Potter. He has always been patient and helpful, and will be wonderful in that position.

Respectfully submitted,

Jessica Holman

Jessica Holman, director

Negaunee Public Library

Financial Report

November 15, 2022

All bills were paid through November 1, 2022.

Bills to be paid December 1, 2022:

Baker & Taylor	368.80 (books)
Charter/Spectrum	48.98 (monthly internet)
MicroMarketing	100.55 (audiobooks)
	26.35 (large print)

Library of Michigan
Internet Use Guidelines & Procedures

Purpose:

The Library of Michigan provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library of Michigan to greatly expand its information services beyond traditional collections and resources.

Disclaimer:

The Internet offers global access to information. However, not all sources on the Internet provide information that is accurate, complete or legal. The Library of Michigan is unable to monitor or control the content of Internet information (which changes rapidly and unpredictably). Internet users will need to evaluate for themselves the validity of information found. The availability of information via the Library's services does not constitute an endorsement of that information by the Library of Michigan. The Internet may contain information that is controversial, sexually explicit or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection.

User Responsibilities:

In order to use these resources, users must agree to the following conditions of use.

1. Respect the privacy of other users.

2. Patrons may not harass other Internet users in an effort to get them to abandon their workstation before their allotted time has expired.

3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.

4. Respect the legal protection provided by copyright and license to programs and data.

5. Respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users, breach the security of a computer or computing system or damage or alter the software components of a computer or network.

6. The Library of Michigan does not permit the use of personal software, the attachment of equipment to the Library's computers or network or the modification of any operating system or network configuration.

7. The Library of Michigan does not permit anyone to destroy, alter, dismantle or disfigure any data, information technologies, properties or facilities.

The Library's Internet workstations are intended for research activities. If it comes to the attention of the Library of Michigan that the Internet is being used inappropriately for illegal or criminal activity of any kind, the Library will cooperate with law enforcement officials in any manner authorized by state or federal statute.

Internet Computer Use Procedures

1. Guest users may request a Login/PIN slip at the Reference Desk to use the public internet stations. These daily slips allow a one-hour period of use with 2 15-minute extensions possible if no one is waiting, for a maximum of 90 minutes per day.

2. Regular users should apply for a free Library of Michigan library card which, with a PIN, allow use of the public internet stations. This is a one-hour period of use with 4 15-minute extensions possible if no one is waiting, for a maximum of 120 minutes per day.

3. All users will note the State of Michigan Acceptable Use Policy on each station screen when logging in; users must comply with the Policy.

4. No more than 2 persons may use a computer at one time.

5. Be prepared to stop your work when your time is up. All computer use must be completed five minutes before the Library closes.

6. The Library of Michigan expects users to maintain a business-like atmosphere conducive to research and study.

7. Viewing of certain materials in the Library may be inappropriate, such as images with explicit sex or violence.

8. Staff will assist users with basic internet instruction, however staff is not able to offer in-depth training or extensive explanations.

9. The Library reserves the right to end an internet session without notice at any time, and to revoke Internet privileges.

10/03/2017

LIBRARY OF MICHIGAN

Internet Use Guidelines & Procedures
Copyright State of Michigan

Computer and Internet Access and Use Policy

Policy Statement

Internet access and the provision for public computing at the Peter White Public Library (PWPL) are an extension of the library's commitment to meeting the community's information needs. The PWPL also offers this service to guests from outside the library's service area at no cost to those patrons.

Regulations

1. Internet access, computing resources, and other online resources that are accessible through the library are provided to all library patrons. This includes:
   a. Registered library patrons with a valid PWPL library card in good standing. PWPL library cards that are blocked for fines are denied by the system from being used to log in.
   b. All other library patrons, regardless of residency in the library service area, also have access to these computer resources at the library through the use of guest passes. Computer guest passes carry the same level of service as library cards. Guest passes may not be used by registered library patrons who have their accounts blocked for excessive fines.
2. The library provides a few workstations that operate as "Express Internet" stations. These are stand-up internet workstations with a 15-minute time limit to quickly accomplish a task. These stations do not require a library card or guest pass to log in, and may be used by any patron regardless of residency or if their library account is blocked.
3. There may be workstations at the library that require the patron check in at the nearest service desk to use them. These stations will be clearly marked.
4. Most internet workstations at the library have a login system that requires specific credentials to sign in. Patrons need to use their library card number and PIN, or a guest pass, in order to access these workstations. Staff will help patrons recover their PIN should it be forgotten. Efforts to defeat or bypass the login system may result in loss of computer privileges.
5. Workstations are available on a first come, first served basis. Time limits are used on public workstations to maximize their availability, with the default time limit being three hours per day per patron. Varying time limits may be used in different parts of PWPL, and may be adjusted due to increased demand or limited availability of public access computers. Extra time may be granted as availability of workstations allow.
6. An individual patron may not use multiple library cards during a day for internet access.
7. When a library card is used to log into a workstation, it is required that the owner of the card be present at time of log in.
8. Certain workstations in the library may be designated for use by specific age groups. These workstations will be clearly marked.
9. The library offers the capability to print for a fee, which is currently set at $0.15 per page for black and white, and $0.75 per page for color. At the discretion of the Library

Director, the library may suspend charging for printouts for all patrons when it is deemed prudent to do so.

10. Staff will provide technological assistance to patrons using library workstations, but only to the extent that time, patron demand, and the knowledge of the staff allows.

11. Workstations must be used in a responsible manner, respecting the rights of others and taking care with use of the equipment. Changing workstation and/or internet settings is prohibited.

12. Unauthorized use of others' passwords or identity is prohibited.

13. The library neither monitors nor controls internet information and cannot be held responsible for its content, quality, accuracy, or currency. The internet is a worldwide community with a highly diverse user population, and its use is at the patron's discretion.

14. Workstations cannot be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, state, or local laws.

15. Patrons should be aware that much of the material on the internet is copyrighted. It is the patron's responsibility to be aware of the display of any notices concerning the copyright of information on the internet, and to respect federal copyright laws.

16. While respecting intellectual freedom and patrons' First Amendment rights, the library is committed to providing an environment free from sexual and other forms of harassment and hate. As defined by federal and state law, users shall not access, send, receive or print materials that can be classified as child pornography. Minors may not access, send, receive, print, or be exposed to materials than can be classified as obscene or harmful to minors. Since staff cannot consistently and effectively monitor the public's use of the internet, patrons are asked to be sensitive to others' values and beliefs. Patrons have a right to privacy without the close scrutiny of library staff or other patrons.

17. Recognizing that graphic images on computer screens may be seen easily by passersby of all ages, and to comply with federal law to secure full eRate funding, which serves to offset the cost of the library's internet connection, the library has designated that all computers shall be moderately filtered to block access to visual depictions deemed obscene, child pornography, or harmful to minors. The library cannot guarantee that all such content will be blocked due to limitations of filtering software. If a patron believes a site has been inadvertently blocked that should be available from the library's computers, the patron should make PWPL staff aware of the site that was blocked. Also, if a patron believes that a certain site allowed by the library's filters should be blocked, they should also make PWPL staff aware of the site. All such requests will be reviewed by the PWPL IT Director.

18. The internet, even on the library's filtered workstations, may contain information that is controversial, sexually explicit or offensive to some users. Parents or guardians, not the library or its staff, are ultimately responsible for monitoring their children's access to internet information.

19. Staff is authorized to terminate any patron's session if the patron has failed to comply with the library's Computer and Internet Access and Use Policy. The library may impose longer or permanent restrictions for violations of the library's policies. Patrons whose

internet session has been terminated, or whose access to the library has been prohibited, may request the decision be reviewed. See Code of Conduct Policy.

20. Patrons are solely responsible for the security and retention of personal data accessed or created while using the library's workstations. Since all such data is automatically and irretrievably deleted upon system restarts, patrons are encouraged to save data frequently on flash/USB drives, as email attachments, or through cloud storage providers. The use of writable CDs and DVDs is permitted but not recommended. All media will be scanned by anti-virus software for the sole purpose of protecting the library's systems.

21. Since security in an electronic environment cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

22. The library reserves the right to remotely monitor and access all public access computers for support, maintenance, and security purposes. Otherwise, the library does not actively monitor patron sessions, unless there is a concern that a computer is being used for illegal purposes.

23. Internet access and printers may be unavailable at times due to technical difficulties.

The following state and federal laws are applicable to the Computer and Internet Access and Use Policy

1. U.S. Code, Title 18, §§ 2256 (1) and (8)
2. Michigan Obscene Material Act, P.A. 343 of 1984
3. Michigan Harmful to Minors Act, P.A. 33 of 1978
4. U.S. Code, 47, § 254, Children's Internet Protection Act
5. MCL 397.606 et seq. Library Privacy Act