

Negaunee Public Library Board
10:15 a.m., October 18, 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. Update on Music, Movement & More

b.

8. New Business

a. Upcoming events

i. Genealogy workshops

b. Internet use policy update

c.

9. Adjourn

Next meeting: November 15, 2022

Officers:

President: Al Sundine

Vice President: Laura Jandron

Secretary: Eyre Becker

**Negaunee Public Library Board
Minutes for August 16, 2022**

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

Meeting called to order at 10:15 a.m. by Pres. A. Sundine. Minutes of the meeting on July 19, 2022, as submitted by E.

Becker were approved.

Public Comment: None.

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

Librarian's Report: Librarian's report was provided in the board packet. J. Holman reported a reminder that First Amendment rights extend to the library's collection. The summer reading program saw its highest number of adult readers while the youth program has yet to rebound to pre-pandemic numbers. There may be a "Rotarians Read" program in the future. J. Holman also reported that she will be attending the open houses at the elementary and middle schools.

Communication: None.

Unfinished Business:

1. Negotiation between the city and the township are at a standstill. J. Holman and D. Geshel (Superior and Library Cooperative) met with N. Heffron (city manager) and J. Pickens (city attorney) to discuss the legality of upholding the city charter that explicitly names the Negaunee Library board as a governing, not advisory body. No progress was made. Library law attorney, A. Seurnck was contacted via D. Geshel to seek legal clarification; and a motion made by E. Becker to send the formal memo from A. Seurnck to N. Heffron and J. Pickens was seconded by L. Jandron and passed unanimously.

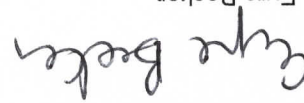
New Business:

1. Upcoming events for the library include:

- a. A new storytime program, Music, Movement and More will start 9/8/22
 - b. Friends of the Library will hold a potluck 9/12/22 at 5:00 at the Jackson Park Pavilion.
2. A motion was made by M. Sylvester to nominate E. Becker for a board position to represent the Negaunee Public Library on the Superior and Library Cooperative's board. L. Jandron seconded the motion and it was passed unanimously.
 3. Upon a review of the budget, M. Sylvester made a motion to reestablish the library assistant position and to promote and recommend J. Stine. L. Jandron seconded the motion and it passed unanimously.

The meeting was adjourned at 11:05 with the next scheduled meeting to be held September 27, 2022.

Respectfully submitted,



Eyre Becker

Negaunee Public Library Advisory Board Secretary

Negaunee Public Library

Financial Report

October 18, 2022

All bills were paid through October 1, 2022.

Bills to be paid November 1, 2022:

Baker & Taylor	454.58 (books)
Charter/Spectrum	48.98 (monthly internet)
Junior Library Guild	867.64 (2023 subscription with irregular billing – Friends paying)
MicroMarketing	210.69 (audiobooks)
Reader's Digest	102.00 (large print)
Superiorland Library Cooperative	10.00 (magazine subscription)
	119.99 (scanner – Friends paying with WPI grant)
	92.40 (software renewal)
	31.54 (Kanopy for Aug/Sept)
	374.13 (Sanborn Digital Fire maps)
Upper Peninsula Region of Library Cooperation	45.00 (annual conference)

Negaunee Public Library Board

October 18, 2022

Librarian's Report

On September 13, I attended a webinar hosted by the Michigan Library Association on "Intellectual Freedom: Library Law, the Constitution, and Compliance." The speaker was Anne Seurnck (whose name I have been misspelling), library law attorney for Foster Swift Collins & Smith, PC. She is the attorney who has also helped us with the questions on our governance. It was a very enlightening webinar, about Michigan's obscenity laws, how important the First Amendment is to libraries, and how to comply with laws and the U.S. Constitution.

As a result of the webinar, I feel that the library board needs to revisit our internet and wireless access policies. The library, in not having parents/guardians grant permission for minors to use the library WiFi, may not be in compliance with Michigan PA 212. Some of our internet policies also date from 2004-2005, and have outdated language.

For the first time since March 2020, there are middle school students hanging out in the library after school. It is a delightful return to normal, as thus far, they have almost always been quiet and respectful. I also gave tours to five 7th grade English classes on October 11, totaling more than 100 students. We registered a lot of cards that day.

The Wings of Fire group moved to 3 p.m. to accommodate students in middle and high school, and continues to be a draw for fans of the series. A few members have willingly split off to plan the Halloween party, which will be held from 6-8 p.m. Wednesday, October 26.

I attended the Upper Peninsula Region of Library Cooperation's annual meeting at the Peter White Public Library on Friday, September 30. This was the first in-person UPRLC annual meeting since September 2019, and was well-attended by library directors and staff from across the Upper Peninsula and northern Lower Peninsula. My report on the conference is included with this packet.

Respectfully submitted,



Jessica Holman, director

**Negaunee Public Library
Report: UPRLC Annual Conference
Peter White Public Library, Marquette
September 30, 2022**

This year's Upper Peninsula Region of Library Cooperation's annual conference was at the Peter White Public Library in Marquette. I attended the full conference, as well as the reception Thursday evening in Olson Library at Northern Michigan University.

Keynote: When Misinformation Shows Up at Your Door: Pink slime journalism, manipulative algorithms, and your library

Kristin Fontichiaro, University of Michigan

This keynote session was about misinformation and disinformation, and for to address their impact in the library. It was a somber but informative presentation; there are many fake news outlets that mimic local media organizations. Northern Michigan News, the UP Gazette, and the Munising Guide are some examples; these take keywords and use bots to write false stories that have a hint of truth, to spread propaganda. Tips on how libraries can address the impact of misinformation and disinformation in the community were shared, such as hosting programs about the algorithmic bias of social media.

UPLINK Update

Marcus Robyns and Annika Peterson, Central Upper Peninsula and NMLU Archives

This session was about the digitization efforts of UPLINK, the Upper Peninsula Digital Network. It was mainly an overview of new and recent collections and collaborations, though there was also an interesting discussion of image rights. The Negaunee Historical Society is joining UPLINK as a member heritage organization, meaning many local files will be available digitally.

UPRLC Business Meeting

I served on the UPRLC board of directors through September 30, 2022. The membership elected three returning board members. As the recently revised board bylaws shrank the board from 16 to 9 voting members, two board members who ran for reelection (including myself) were not reelected, and three stepping down were not replaced.

Adopting Growth Mindset in the Library

Heather Harris, Menominee County Library

This session explored fixed versus growth mindsets, and how to adopt a growth mindset in the workplace. The discussion could be a good one for staff development.

Staff On-Boarding and Training with MEL
Heather Wood-Granza, Library of Michigan

This session was an overview of resources for staff training that are available through MEL, the Michigan eLibrary. Some, such as the MEL Maven Badge, were familiar (S. Gould and J. Stine have completed their online training for the badge), while others were new to me. It is worth noting that the beginning and directors' workshops from the Library of Michigan are now available virtually. All Negawnee Public Library staff have completed their relevant training, but it is good to know that the virtual workshops are available for review.

I Can Do That with MEL?!

Laura Warren-Gross, Midwest Collaborative for Library Services

This session may have been my favorite, as it gave library staff tips and tricks for getting even more out of the Michigan eLibrary. I have already passed information about the Chrome extension for Britannica School Insights along to all Negawnee Public Schools principals so that they may consider adding it to the students' Chromebooks to better facilitate research practices. Other tips included how to receive email alerts for magazine features, how to return to in-progress tests in Learning Express, and how to work reader's advisory magic in Novelist Plus.

UPRLC Board Meeting

This was a standard board meeting, with committee reports and the approval of the Oct. 1, 2022, to Sept. 30, 2023, budget.

Respectfully submitted,



Jessica Holman

Negaunee Public Library Internet Policy

It is the philosophy of the Negaunee Public Library that the Internet, a network of computers around the world, is a learning resource similar to the other resources available in the Library. The Internet is used in the library setting to locate material to meet the educational and personal information needs of the Library's patrons.

The Negaunee Public Library will enforce a policy of Internet safety that includes the operation of a technology protection measure on each of its computers with Internet access that protects against access to visual depictions referred in Children's Internet Protection Act. Filtering will be disabled for adults engaged in bona fide research or other lawful purposes. The Negaunee Public Library shall not disclose, use, or disseminate personal identification regarding minors. [adopted at a public meeting with notice by the Negaunee Public Library Board, June 15, 2004]

Adult library patrons are expected to read this Acceptable Use Policy and the Network Computer Rules and agree to abide by the rules and regulations prior to using a network computer.

Minor children (any patron age 17 or under) must have a signed Minor Child Internet Permission Agreement on file in the library prior to using the internet.

Chat services are not provided, due to limited bandwidth resources.

Acceptable Use Policy

Use of the Library's computers or Internet connection is a privilege, subject to revocation at any time and for any violation of this agreement or any of the provisions contained herein.

Anything I place on the Internet or other computer network, via e-mail, Usenet news, Internet relay chat, the World Wide Web or other technologies is representative of the Library, my community, and the library and community's image.

The Library computers and Internet resources are intended for the private use of authorized and registered users. Any use of the Library computers and Internet resources for commercial, for profit, or other unauthorized activities (i.e. advertisements, political lobbying, software distribution), in any form, are expressly prohibited.

The Library reserves the right to monitor my account, electronic files, and Internet access for appropriateness of the language and images I look at or use.

The Library reserves the right to monitor any e-mail messages sent and received from the Library computers for appropriateness of the language and images I look at or use.

I (and my parents/guardian if I am under 18 years of age) will be informed whenever I am found in violation of the Patron Internet Agreement.

I have the privilege of using the Internet and Library network as long as my use is within the limits of these rules and regulations, other library policies, rules and applicable local, state, and federal laws.

The Library receives Internet Access through the Superiorland Library Cooperative's agreement with Merit Network, Inc. I understand that the Cooperative's Internet Access Policy and Merit's Acceptable User Policy are incorporated into the Negawee Public Library Acceptable Use policy by reference. I may view the Cooperative's policy at <http://www.uproc.lib.mi.us/upaup.html> and the Merit policy at <http://www.merit.edu/mn/about/policies-acceptableuse.html>

I (or my parents/guardian if I am under 18 years of age) may have to reimburse the Library for any costs or damages that result from misuse or damage that occurs while I am using the Library computers or Internet access.

I must immediately report to a Library staff member on duty if I receive obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images directed towards me.

If warranted, the Library staff will refer a violation of these rules and regulations to an appropriate library, school, local, state or federal authority for further disposition.

Depending on the nature and severity of any violation of the rules and regulations, the Library administration may take one or more of the following disciplinary actions:

- Verbal, written, or electronic mail warning
- Place my access to the Library computers and Internet access on probation
- Two week denial
- One year access denial with suspension to be reviews after one year

An appeal of a one year suspension of access should be made in writing to the Library Director, who will reply to the appeal within 14 working days.

Evidence of attempted or actual system security, integrity, or performance related incidents will be cause for immediate access denial, the purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The user or users involved will be required to meet with the Library Director or other appropriate Library administrator.

Demonstrated *intent* to violate these rules and regulations will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions, that if successful or if carried out as intended, would result in a policy violation.

Negaunee Public Library Wireless Internet Policy

The Negaunee Public Library supports Internet access by library users who bring in their own laptops and mobile devices and connect through the Library's network. There is a potential security risk and virus risk for anyone who connects to a public network. The Negaunee Public Library and Superiorland Cooperative and its ISP, Merit Network, are not liable for any security breaches or viruses that may occur as the result of using the public network.

The library is not set up for e-commerce and does not guarantee security for data transferred through the Library and Superiorland Library Cooperative Internet connection. The Library cannot guarantee immediate connectivity to the Internet, nor can it guarantee high speed or stable connection to the Internet. The Library and Superiorland Library Cooperative and its ISP are not responsible for any failure to provide an Internet connection or for dropped or slow internet connections. The Library and Superiorland Cooperative and its ISP are not responsible for any monetary or other losses whatsoever that may occur during the public's use of the Library's Internet connection.

Library staff is not able to provide technical assistance and assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the Library's network.

The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.

In using this free Internet access, the customer agrees and hereby releases, indemnifies, and holds harmless, the City of Negaunee, the Negaunee Public Library, Superiorland Library Cooperative, Merit Network and all its employees from any damage that may result from use of this wireless network.

While using this wireless network, the patron acknowledges that he/she is subject to, and agrees to abide by all laws, and all rules and regulations of the City of Negaunee, the State of Michigan, and the federal government that is applicable to Internet use. Printing is not available via the wireless connection at this time.

By pressing the accept button you are acknowledging you have read the above information and agree to it in its entirety.

Negaunee Public Library Computer Guidelines

- Library patrons with a current, valid Negaunee Public Library card may use the library public computer network. Access is by barcode and PIN identification.
- Minor children (anyone age 17 and younger) must have a completed and signed Internet Permission Agreement on file at the library before using the Internet.
- Use is limited to 1 hour per day and may be extended by one hour if no one else is waiting to use a computer. Electronic warnings will be given prior to expiration of time.
- Computers are programmed to shut down 15 minutes before library closing; computer users will be given an electronic warning prior to shutdown.
- Printing is available on the library laser printer at a cost of .10 per page
- Access is denied to anyone owing the library \$5.00 or more in fines and/or fees.
- Computer guest passes are available for visitors.

**+Negaunee Public Library
Minor Child
Internet Permission Agreement**

Name

Address

Phone

Child Signature

As the parent/legal guardian of the minor child, I have read the Library's Acceptable Use Policy and Rules and understand my child will have access to the Internet. I have approved my child's signature on this Internet Permission Agreement.

I hereby release the library its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the library's system. This includes, but is not limited to, claims that may arise from the unauthorized use of the system, including the purchase of products or services. I will instruct my child regarding any family restrictions against accessing materials that are in addition to the restrictions set forth in the Policy and Rules. I will emphasize to my child the importance of following the Policy and Rules for his/her own personal safety.

I understand that, unless my child is accompanied by me, the Library will not allow my child access to a computer terminal that is not restricted from accessing obscene matter or sexually explicit material that the Library deems is harmful to minors. However, I understand that because of the nature of the Internet, any software used to provide such restriction may not restrict access to all sites that contain obscene matter or sexually explicit material. I will not hold the library responsible for such inadvertent access of obscene matter or sexually explicit material by my child.

I give permission for my child to use the Internet and certify that the information contained in the form is correct.

Parent/guardian name (Please Print)

Signature

Date

Library received on _____ by _____