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Iowa Newspaper Association Bulletin

www.INAnews.com

TIPS FOR INA MEMBERS | COVID-19

CALENDAR of EVENTS

WEBINARS

Around the Newspaper
Legal World in 60 Minutes
Thursday, April 9

MEETINGS

INA, INF & INA Services
Co. Boards
Thursday, April 23

SUSAN PATTERSON PLANK
EXECUTIVE DIRECTOR, IOWA NEWSPAPER ASSOCIATION

Journalists shine the brightest during our most difficult times as a nation. Thank you for all that you are doing to communicate with your community, take care of your employees and keep your own family and friends safe. As a business I appreciate that you are all juggling many competing priorities. Please know the Iowa Newspaper Association is here to support you.

Below are some items you might find helpful.

ESSENTIAL AND NON-ESSENTIAL BUSINESSES

There have been some rumors nationally, that there might be a 14-day national quarantine. The National Security Council has denied those rumors. The Iowa Newspaper Association has proactively reached out to the Governor's staff to reinforce the importance of the news media, stressing that if a business quarantine or curfews is established, the news media is and should be considered an essential business.

The News Media Alliance also sent a letter this week to Vice President Pence stating that newspapers are vital during this crisis and that we are an essential business. Please editorialize about the important role you have played during this crisis and that the free flow of accurate and timely information is critical. Linked is a column by First Amendment champion Ken Paulson speaking to the vital role of the media – feel free to use.

CONTENT SHARING

The Iowa Newspaper Association is currently working with the Cedar Rapids Gazette on a basic platform for members to upload and share stories with other member publications. It may become increasingly important to

have access to content within the next few weeks, so we are doing our best to be proactive. This platform only works if people submit stories. Once stories are submitted, they will be made available in an RSS format. We'll share more on this platform as it becomes available. A special thanks to Zack Kucharski and Aaron Frerichs for their assistance.

The Iowa Capital Dispatch is an independent news organization that focuses on state government and its impact on Iowans. Its content is available to all Iowa newspapers at no charge. Learn more about Iowa Capital Dispatch and sign up for its daily newsletter at: www.iowacapitaldispatch.com

From now through March 31, the Des Moines Business Record is making its business-related coverage of the Coronavirus available to Iowa newspapers for reprint or for use sharing digitally. Soon, the Business Record will have a story about the restaurant industry, updates from the airport and other content that may be of interest to readers across the state. All coverage can be found at www.businessrecord.com/coronavirus | Please reach out to chrisconetzkey@bpcdm.com to learn about reprint guidelines.

PERIODICAL POSTAL PERMITS AND PUBLIC NOTICES

The United States Postal Service has advised the National Newspaper Association (NNA) that Periodical permits will not be revoked if a newspaper has to suspend a print issue during coronavirus quarantines. According the NNA, "Technically, a change in publication frequency requires a change in the permit. But during this emergency, USPS says a letter to the postmaster of the entry office advising USPS of the newspaper's revised publication plans will be sufficient. The letter should be updated as plans change."

Please keep in mind that the Iowa Code section 618.3 provides for very specific guidelines for the definition of a newspaper for the purpose of public notifications. The first of which is that a newspaper of general circulation must have published at least once a week for at least 50 weeks per year within the area. The code does not address how

COVID-19 - cont. on page 4

As of Thursday, all Iowa Newspaper Association staff members will be working remotely, and we won't have a presence at the office. But we have the full capacity to continue to do business as we have before. Email and call us as you normally would. We're here, just not at 319 East 5th Street in Des Moines. We anticipate reopening the office on Monday, March 30.

CORONAVIRUS HELPFUL TIPS FROM THE CDC



clean your hands

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

To learn more, visit www.cdc.gov.



Free COVID-19 Public Service Announcement Campaign

The Pennsylvania NewsMedia Association has designed a series of print and digital ads that each highlight one of the actions recommended by the CDC to help prevent the spread of COVID-19 and manage the associated stress related to this pandemic. Please download and run these ads in and on your news media properties to help keep your readers informed and healthy. These ads can be customized with your local logo.

Visit <https://panewsmedia.org/covid-19-public-service-announcements/> to download the ads.

ATTENTION NETWORK PARTICIPANTS

Please update your bookmarked link to receive your weekly network ads!

www.inanews.com/inadownloads

This link also provides media kits and order forms.

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INA LEGAL HOTLINE

515-283-3100 (*paid service*)

question of the week

An attorney has asked our newspaper to file the affidavits of probate publication at the courthouse. Is this legal?

According to INA Legal Hotline attorney Joe Quinn, the probate attorneys at his firm receive the affidavits from the newspaper and then they file them with the court.

“Although there is nothing that prohibits the paper from filing them, I would be concerned that if something fell through the cracks and there was an error in filing somehow the paper would be blamed and brought into the middle of a dispute,” Quinn said. “I guess it might be less of a concern if the lawyer would agree to indemnify and hold the paper harmless for any damages caused by a problem with a filing. Absent such a hold harmless, I recommend that the paper decline to take on the responsibility of filing the affidavits.”

Q&A from the Iowa Public Information Board

Did you know that the Iowa Public Information Board staff is available to assist you with questions or problems involving open meetings and public records in Iowa? During the month of February 2020, 74 contacts were made with the Iowa Public Information Board office.

QUESTION: How can we hold open meetings if there is a concern about COVID-19 exposure?

ANSWER: Iowa Code section 21.8 provides a way to hold an electronic meeting when there are valid concerns that an in-person meeting is “impossible or impractical”.

To hold an electronic meeting all of the following must occur:

1. Public access to the conversation of the meeting must be available.
2. The provisions of section 21.4 (notice) must be followed. (The place of the meeting is the place from which the communication originates or where public access is provided to the conversation.)

3. Minutes must be kept and must include a statement explaining why an in-person meeting was impossible or impractical.

We recommend that you discuss how and when to hold an electronic meeting with your legal counsel. You may also contact the IPIB to discuss ways to be safe and transparent.

WHO CAN CONTACT THE IPIB AND HOW LONG DOES IT TAKE?

Any person can contact the IPIB for assistance by telephone (515-725-1781), by email, or on the IPIB website. In 2020, 135 identifiable people contacted the IPIB. Of these, 57 were private citizens, 57 were government officials or employees, and 21 were members of the media. In 2020, 72% of the incoming contacts were resolved the first day, 11% were resolved in one to five days, and 17% were resolved in six or more days. Opinions, rulings, FAQs, reports, and training documents are available on the IPIB website – www.ipib.iowa.gov.

FORMAL COMPLAINTS	ADVISORY OPINIONS	DECLARATORY ORDERS	INFORMAL COMPLAINTS	INFORMAL REQUESTS	MISCELLANEOUS	FEBRUARY TOTALS
14	0	1	10	35	14	74

many pages the newspaper must be. It does provide that at least 25% of the newspaper's total column space in more than one half of its issues during any 12-month period should be news versus advertising.

PUBLIC MEETINGS

Below is a reminder of the Iowa code that governs open meetings across the state.

Iowa Code section 21.8 outlines the guidelines to hold an electronic meeting when there are valid concerns that an in-person meeting is "impossible or impractical".

To hold an electronic meeting all of the following must occur:

1. Public access to the conversation of the meeting must be available.
2. The provisions of section 21.4 (notice) must be followed. (The place of the meeting is the place from which the communication originates or where public access is provided to the conversation.)
3. Minutes must be kept and must include a statement explaining why an in-person meeting was impossible or impractical.

Iowa Code section 21.4 provides the requirements that must be followed if an emergency meeting with less than 24 hours notice is held:

1. If 24 hours notice is impossible or impracticable, provide as much notice as reasonably possible.
2. The nature of the good cause for holding the meeting without 24 hours notice must be stated in the minutes of the meeting.

NEWSPRINT SAFETY

The World Health Organization addresses the safety of packages and commercial goods in the following Q & A. The second to last question in this link: <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses> explains the low risk of commercial products as a vector for the virus. According to the WHO, the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.

ASSISTANCE FOR EMPLOYEES AND EMPLOYERS AFFECTED BY COVID-10 RELATED LAYOFFS

Governor Reynolds on Monday announced assistance for workers and employers impacted by layoffs related to COVID-19. The guidance includes information for employees filing for unemployment insurance claims, as well as information on programs available for employers.

Find the Governor's press release at: <https://governor.iowa.gov/press-release/governor-reynolds-announces-assistance-for-employees-and-employers-affected-by-covid>

IDENTIFY POTENTIAL LEGAL LIABILITIES: LEGAL AND PRACTICAL GUIDANCE

America's Newspapers has on its site prevention tips for your workforce along with a webinar on employer challenges concerning the new coronavirus. No time to watch the webinar? The PowerPoint presentation and key takeaways are also available at: <http://www.newspapers.org/americas-newspapers/coronavirus/>

EMPLOYER FAQs ON THE COVID-19 CORONAVIRUS

Fisher Phillips is a law firm specializing in labor and employment law. They have developed a comprehensive and frequently updated FAQ for employers as it relates to the COVID-19 Coronavirus. As an example, the FAQ addresses whether an employer must keep paying employees who are not working based on the employees work status. Find the Fisher Phillips FAQ here: <https://www.fisherphillips.com/resources-alerts-comprehensive-faqs-for-employers-on-the-covid>

STRATEGIES FOR EMPLOYERS TO USE NOW

The Centers for Disease Control and Prevention (CDC) has a list of recommended strategies for employers to use now. This is a list of helpful tips on how to communicate with employees and suggested policies. It reminds employers to ensure your sick leave policies are flexible and that employees are aware of the policies.

Find the CDC Interim Guidance for Businesses and Employers here: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

The United States Department of Labor also has prepared a guide for how to prepare for COVID-19 in the workplace. It can be found at: <https://www.osha.gov/Publications/OSHA3990.pdf>

LEGISLATIVE UPDATE

On Sunday, March 15 the Iowa Legislature announced that it would suspend its session for a minimum of 30 days. This week would have marked the second funnel of the session.

Additionally, all events, tours and receptions at the Capitol are cancelled.

As we learn more I'll continue to communicate. Thank you again for all you do in your communities.

FREE MEMBER EXCHANGE

▼ HELP WANTED

COMMUNITY EDITOR. You're more than an editor. You are the Globe Gazette's "face" in Osage, Iowa. The Globe Gazette seeks an experienced reporter who's ready to be a community leader. This position will be based out of our Mason City office and will cover Mitchell County and its largest community, Osage – including local government, education, public safety and whatever interesting news comes your way.

The successful candidate thrives on independence – they just want to be turned loose on the community to meet new people and find out what's important to our audience there. They'll be skilled at developing sources, sussing out the news from government documents and writing amusing features about people of interest. If you're a journalist who needs institutional reporting to find your stories, this isn't the job for you.

Big, big plus to the person who has done lots of Facebook Lives and has shot their own photos on occasion.

Send a resume and five of the clips that best represent what you love to write.

The North Iowa Media Group is a division of Lee Enterprises, a leading provider of high quality, trusted, local news and information, and a major platform for advertising, with daily newspapers, rapidly growing digital products and nearly 300 weekly and specialty publications serving 49 markets in 20 states. Lee's local media organizations generate more than 70 million monthly web visits and have a total circulation of 0.8 million daily and 1.1 million Sunday. Lee's markets include St. Louis, MO; Lincoln, NE; Madison, WI; Davenport, IA; Billings, MT; Bloomington, IL; and Tucson, AZ. Lee Common Stock is traded on the New York Stock Exchange under the symbol LEE. For more information about Lee, please visit www.lee.net.

Drug free and Equal Opportunity Employer

MANAGING EDITOR. The Albia Newspaper (along with Chariton Newspaper) and its parent company is beginning a search to replace retiring Publisher Dave Paxton by mid-summer of 2020

The person we hire needs to have a solid news background and a willingness to learn web printing, management skills and advertising.

The Albia Union-Republican, founded in 1862, is the oldest continuous business in Monroe County and the combined Albia Union-Republican and Monroe County News has faithfully served the community for all of those 158 years. The person hired needs to be sold out to serving the community, through news, feature and sports coverage, personal connection to the community and by offering a high quality advertising product for individuals and businesses.

The person we hire will be a leader in our company and ultimately a leader in the community. We offer competitive salary and benefits in a highly desirable workplace. Contact: Michael Schuver at mschuver@lminews.com or call Dave Paxton, 641-932-7121 or email dave@albianews.com.

PART-TIME ADVERTISING SALES REPRESENTATIVE. The Northwood Anchor and Manly Junction Signal, newspapers in Worth County, are seeking a part time advertising sales representative, with potential for other opportunities. We offer a job with a flexible schedule, working with a small team to support several local communities, their businesses and their newspapers. Questions or resumes may be emailed to kris@nwdanchor.com.

▼ FOR SALE

For sale: Brand new, never-out-of-the-box iMac, 3.1GHz 6-Core Processor with Turbo Boost up to 4.3GHz; 1 TD storage, Retina 5K display; 8GB 2666MHz DDR memory; Radeon Pro 575X with 4GB of GDDR5 memory, two Thunderbolt 3 ports, Retina 5K 5120-by-2880 P3 display; Lists \$1,999; Will Sell for \$1600. Call Charlie at 712-830-3646.

Considering a sale of your newspaper but not sure where to start? Iowa's newest media broker, Scenic Trail Media Brokers, LLC, is here to help you. Scenic Trail Media Brokers will work with you in every step of the process to properly market your newspaper to help you attract the right buyer for your property. We'll work with you until the final closing to make sure you get top dollar. Call Ryan Harvey today at 515-689-1151 or reach him by email at scenictrailmediabrokers@gmail.com for more information.

Two weekly newspapers, including one in county seat community. Progressive communities. City, county, school legals. Located in southwest Iowa. Contact: Weekly Newspapers, Iowa Newspaper Association, 319 E. 5th St., Des Moines, Iowa.

Profitable group of three small weekly newspapers for sale in South Dakota, two in Black Hills. If interested write to: S.D. Newspapers c/o Iowa Newspaper Association, 319 E. 5th St., Des Moines, IA 50309.

IN NEED OF NEW LISTINGS. This could be the right time to sell! *Appraisals-Consultations-Brokerage services* Your full service broker, News Brokerage of Iowa, dtappnewsbrokerageofiowa@gmail.com, 319-350-2770.

Two Weekly Newspapers: Great opportunity for first-time owner or company seeking to expand to West Central Iowa. Can be purchased individually or as a pair. Great community support; city, county, school legals. Contact WCIA, Iowa Newspaper Association, 319 E. 5th St., Des Moines, Iowa.

County seat weeklies with top line revenues at \$1.4M. Over \$200k in cash flow. This listing won't last long. Please call today--Edward Anderson, Broker--National Media Associates--417-338-6397 or email: brokered1@gmail.com

Client looking to purchase a small weekly Iowa newspaper. Sellers contact Dave Tapp of News Brokerage of Iowa, dtappnewsbrokerageofiowa@gmail.com, 319-350-2770.

If you are considering a purchase, look no further! I have strong, profitable properties available across the state just waiting for owner operators or corporations. **Just listed:** Looking to be your own boss? Look no further! This small, profitable southern Iowa weekly is just waiting for you. Aggressively priced to move. **Just listed:** Rare opportunity to buy this profitable eastern Iowa weekly as current long-time owner ready to slow down. Located in a progressive community near larger communities. Perfect opportunity for an add-on to existing business or as a hands-on, stand alone business. **Motivated seller:** Small but mighty! Perennial award-winning eastern Iowa community weekly is now available. Aside from newspaper, the business has a strong social media and on-line presence. Book of digital printing business also available for extra cost. Perfect opportunity for an add-on to existing business



Iowa Newspaper Association

Bulletin

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IN THIS ISSUE...

- Around the Newspaper Legal World in 60 Minutes

MEMBER EXCHANGE - cont. from page 5

or as a hands-on, stand alone business. **Retirement awaits:** Profitable northwest Iowa weekly newspaper available for sale with or without real estate. **Weekly newspaper group:** Owner looking to retire making this highly profitable, privately held group of Iowa weekly newspapers available for the first time in decades. The group features a strong staff with a centralized graphics department. Perfect add-on for a current group, or great opportunity for a hands-on owner. All inquiries to any property are strictly confidential. For more information contact: Ryan Harvey, Broker, Scenic Trail Media Brokers, LLC, at 515-689-1151 or by email at scenictrailmediabrokers@gmail.com

View and submit ads on the Internet at www.INAnews.com. Students and professionals may also submit their resumes for online viewing.

There is no charge for most of these ads. They are a free service to INA active (newspaper) members only. The name of the newspaper in the ad must be the same as published in the current INA Directory.

If you are trying to help an employee relocate, please send us the ad information on your letterhead, rather than having the employee write us. We will not run ads for persons living in a member's town without first clearing the ad with the publisher.

Please have copy to the INA office no later than noon on Monday. The INA will make the determination of whether an ad qualifies for free or paid publication. If payment for an ad is not enclosed with the ad, the INA will require payment in advance before the ad will be published.

Ads for products or services which could be marketed for a profit may be published for a fee of \$10 per insertion, paid in advance, with a 40-word maximum.

Recruitment (help wanted) ads for positions in states other than Iowa may be published for a fee of \$25 per insertion, with a 100-word maximum.

For more information, contact Cicely Gordon at cgordon@ina-news.com.



And
Finally

A horse walks into a bar. The bartender asks, "why the long face?"