



Public Comment Policy

The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner.

Public comments are permitted during the time designated on the meeting agenda. If a member of the public misses the public comment period, the board can add a second public comment period to the agenda if they agree it is needed.

Each person is allowed a maximum of three minutes to speak. Members of the public will not be allowed to speak a second time. If a member of the public would like to address the board for a longer period of time, they can submit an application to do so to the library director at least a week prior to the meeting where they would like to speak. Such an application must include the person's name, contact information, how long they would like to speak for, and the general topic on which they will speak.

In the meeting, speakers are asked to sign in, and if representing a group, the name of the group. If the speaker is requesting a response from the board or the library director, they must provide contact information on the provided sign in sheet or in the comment section of a virtual meeting.

Comments shall be brief and to the point and be about library business only. Personal attacks on Library Board Members or staff members will not be tolerated, nor will language that is considered offensive, harassing, or profane.

The Board may or may not take action on any presented items. The Board may or may not respond to any presented items. Any board response or conversation during the speaker's time counts against the speaker's time limit.

Minutes are a summary of the Board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes will not be honored; written materials presented to the Board will be included in the Library's files rather than the minutes. A brief summary of the public comments will be included in the minutes. The author of the board minutes will not assign a position to any public speaker in the minutes, but just note the topic of discussion (ie *Mr Smith addressed board on the topic of late fines*) in order to avoid incorrectly assigning opinions to members of the public.