

**Policy: Public Comment at Board Meetings**

**Approved: 12/18/14**

**Amended: 12/15/16**

**Reviewed: 12/15/16, 1/17/19**

The Library Board wishes to provide an opportunity for the public to comment on Library-related issues at Board meetings. The following serves to support this process.

1. A public comment period will be provided at each regularly scheduled Library Board meeting.
2. The public comment time is to comment on items NOT on the agenda. If comments pertain to agenda items, persons may speak at the time of the agenda item.
3. Speakers are allowed up to 3 minutes, nontransferable between individuals.
4. The Public Comment time is limited to 15 minutes total; that time may be extended with discretion of the Board President and/or Board.
5. Public attending the Board meeting are asked to sign in upon arrival if they wish to speak.
6. Speakers are asked to provide their name and address for the record.
7. Any groups addressing the same issue are requested to be succinct with their comments and consider having a planned presentation or appointed spokesperson.
8. Issues that need solutions will be referred to the Director, to communicate with the speaker and to report back to the board.
9. Any member of the public wishing to have an item considered for addition to the agenda is asked to contact either the Library Director or the Chairman of the Library Board at least one week before the next Library Board meeting.