

## **Public Comments at Library Board Meetings**

The Library Board welcomes citizen participation concerning regional library service, as discussed in Policies 4.231 (Suggestions, Feedback, and Complaints), and 4.24 (Reconsideration). The Board may also hold public hearings on specific topics as described in 1.262 (Public Hearing Policy).

As an additional venue for feedback, a Public Comment period will be held at each regularly scheduled Library Board meeting. The following guidelines apply:

1. Public Comment will be scheduled as an agenda item early in each regularly scheduled Board meeting and up to one hour will be allowed for the comment period. If, at the conclusion of one hour there are remaining commenters who wish to speak, Public Comment will resume after all other agenda items have been completed.
2. Speakers will have a maximum of five minutes for their comments regardless of format. Each individual may speak only once during a meeting. Speakers may not “yield” time to other individuals.
3. Individuals speaking are requested to state their name and jurisdiction of residency.
4. When a Library Board meeting is held in a hybrid (in-person and remote) format, commenters may speak either in person or via tele- or video conference.
5. Commenters may request at least twenty four hours in advance that a written statement submitted to the Library Director be read aloud during Public Comment.
6. Members of the public audience shall refrain from applause and other forms of approval or disapproval, as a courtesy to each speaker. Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons attending the meeting.
7. The Library Board does not directly supervise any library employees except for the Library Director, who is responsible for the management of library staff. The best mechanism to provide feedback on the performance of specific Library employees is to contact the Library Director. Comments about the performance of specific employees will be addressed by the Board of Trustees in Closed Meetings when requested by the Library Director.
8. The Board will not respond to speakers during Public Comment. However, the Board may direct staff to follow up with information or to provide further research to the Board-

The Library Board President is responsible for monitoring time and ensuring the orderly conduct of the meeting. The Library Board President may take steps to maintain order in circumstances that generally disrupt the Board's business, such as behavior by speaker or crowd that becomes unruly, derogatory or personally abusive toward specific individuals.