

## Public Comment Policy

The Board of Library Trustees of Itasca Community Library encourages and welcomes public participation and input and will hear any interested individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Therefore, at each regular meeting, a period of time not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

The following rules shall govern speakers who address the Board:

1. Members of the public wishing to speak are urged but not required to sign in with the Library Director or Board President prior to the commencement of the Board Meeting and provide their name, address, and topic on which they wish to speak. Speakers will be called in the order in which they have signed in. If applicable, the individual will provide the organization or association with which they are affiliated. NOTE: Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business.
2. Public participation and comment will only be permitted during the "Audience to Visitors" portion of the Agenda.
3. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
4. The time allowed for each person to speak will be five (5) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
5. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
6. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.

7. Groups are asked to designate a single spokesperson.
8. Any individual may record statements made during the Public Comment Period however, recordings should be conducted in such a manner so as not to interfere with the business of the board.
9. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
10. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
12. The thirty minute time limit and/or 5 minute maximum per speaker may be extended upon a majority vote of the Board.
13. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other library policies may result in removal of the speaker from library property.
14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
15. No final action may be taken on any public comment or concern which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds. The Board may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.

Approved 09/18/2018