

Section 1: Management Policies

TITLE: Board Meeting – Public Comments

The Board of Trustees of the Lake Villa District Library (the Board) encourages and welcomes public participation and comment, and will hear any individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Concerns or comments should be limited to library business. Personnel issues or confidential patron matters should be referred to the Director.

At each regular meeting, a period of time not to exceed 15 minutes may be devoted to concerns presented by the public. If there are no members of the public wishing to address the Board, the meeting will proceed.

The following rules shall govern speakers who address the Board:

- Members of the public wishing to speak are asked to sign in providing their name and contact information. If applicable, the individual should provide the organization or association with which they are affiliated.
- The Board will provide the opportunity for public participation and comment during the “Public Comment” portion of the meeting.
- 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.
- Speakers are asked to identify themselves and group affiliation, if any, before speaking. Groups are asked to designate a single spokesperson.
- All public comments are to 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.
- The time allowed for each person to speak will be up to three (3) minutes.

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- Written materials presented to the Board will be included in the Board meeting's files, but will not be attached to the meeting minutes as meeting minutes are a summary of the Board's discussion and actions.
- In the interest of polite discourse 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.
- Individuals addressing the Board must at all times adhere to the Library's policies and procedures to ensure efficient and orderly conduct of the meeting. The Board President or presiding officer has the authority to terminate the remarks of speakers who fail to adhere to these rules.
- The 15 minute time limit and/or three (3) minute maximum time limit per speaker may be extended upon a majority vote of the Board.

Board members will not respond to public comments. No final action may be taken on any public comment. The Board may direct that any matter raised be set for a future agenda.

Adopted: July 2015
Revised: 1/19
Reviewed: 1/21, 2/24