

## **WILLIAM JEANES MEMORIAL LIBRARY LIBRARY BOARD MEETING PUBLIC COMMENT POLICY**

The William Jeanes Memorial Library as, part of its commitment to the community, offers a Public Comment section during public meetings.

**Policy Statement:** The function of the regular meetings of the Library Board is to conduct the business of the William Jeanes Memorial Library, as distinguished from providing an open citizen's forum. The Board does, however, encourage public attendance at, and participation in, its meetings when appropriate to the business at hand.

### **Regulations:**

- The Agenda will be made public at least one day (24 hours) prior to the meeting.
- Public comment is welcome during the designated public comment period.
- Comments will be permitted only from attendees who fully identify themselves for the record by name and address on a sign-in sheet.
- The Library Board will permit comment only on topics listed on the current Board meeting agenda.
- Anyone who wishes to communicate with the Board on other topics should contact the Library Board by e-mail with specific and detailed information about the proposed topic at [jeanesinfo@mclinc.org](mailto:jeanesinfo@mclinc.org) The Library Board will choose whether to place a requested topic on a future Board agenda or respond to the request by phone or in writing.
- Comment is limited to 5 minutes total per person/group per topic.

### **While commenting:**

- Write your full name and address on the sign-in sheet.
- State your name. Anyone refusing to identify himself or herself will be prohibited from commenting. If you are the official representative of an organization, please state the name of the organization.
- Stay focused on the topics scheduled for review listed on the current Board meeting agenda.
- All comments must be consistent with the [William Jeanes Memorial Library's Library Use Policy](#).

If any person has a complaint about a specific library Board member or employee, the complaint must be put in writing to the Board with specific and detailed information, and will not be addressed in the public comment section of the Board's meeting.

**Board Response:** As a general rule, the Board will not respond to public comments at the time they are made. However, the Board may comment, take an action, or not take action with respect to a public comment at the current or future Board meeting, as it deems appropriate.

The Library Board reserves the right to waive this policy and these procedures when necessary to conduct Board meetings effectively.

Approved: 1/24/24