

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

The Nippersink Public Library Board of Trustees encourages community members to share their views. The Board agenda includes time at the beginning and end of each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted at the beginning of each meeting and a maximum of 15 minutes at the end of each meeting. In the event of a public comment period exceeding 30 minutes at the beginning of the meeting, the Board has the option of extending the comment period, tabling certain agenda items or scheduling a special meeting.

### **Visitors**

All visitors are required to sign in prior to the call to order if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they sign in.

Each speaker is given three (3) minutes to share his/her views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. Time may be extended at the Board President's discretion.

If a community member wishes to share additional comments, he/she may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees. Community members may also choose to put their comments in writing. Written comments may be directed to the Library Director.

No one, including Trustees and employees, may orally present or discuss complaints about individual employees or Trustees at regular Board meetings. Such complaints must be presented to the Library Director in writing. Closed session meetings may be granted for the hearing of charges against individuals. Board members are committed to maintaining confidentiality regarding personnel and other matters discussed in closed sessions.

### **Trustees**

The Board President recognizes each registered speaker. The trustees listen and may ask questions for clarification only. The Board President introduces each speaker and keeps track of time. Comments from community members will not change the scheduled meeting agenda.

### **Written Comments & Correspondence**

Community members may also choose to put their comments in writing. Written comments may be directed to the Library Director who will forward them to the Board President for review.