

**LINWOOD COMMUNITY LIBRARY
POLICY FOR PUBLIC COMMENT AT BOARD MEETINGS**

The Linwood Community Library Board encourages input from the public through on-going communications with Board members and/or the Library Director throughout each month. The purpose of this policy is to make sure interested parties are allowed time to present their viewpoints, while at the same time, the Board can conduct its meetings in an efficient and effective manner.

Rules and Procedures

During the Public Comment agenda item, the Board President will ask if anyone wishes to address the board and will determine the order each person is recognized. The total time for all Public Comments at each meeting is 15 minutes and each person will have no more than five minutes to speak, unless the Board extends these time limits. Speakers are expected to display proper decorum at all times and the subject of the viewpoint must relate to library policy, procedure and/or operations.

When deemed to be appropriate, the Board President may also grant a request to address the Board during other portions of the meeting.

As a general rule, the Board will not respond to Public Comments at the time they are made. The Board may comment, take action, or not take action with respect to a Public Comment at a future Board meeting, as it deems appropriate.

Minutes are the official records of the Board's discussion and actions. Board minutes for the meeting will reflect names of any speakers and the substance of the comments. Written statements will be included in the Library files rather than in the minutes.

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

Adopted: June 25, 2013
Linwood Community Library Board of Trustees