HIGHLAND PARK PUBLIC LIBRARY

Policy 103 **Public Comments**

Purpose: To inform the public of the principles that guide the opportunity for public comments at meetings of the Highland Park Public Library ("the Library") Board of Trustees ("the Board") and its committees ("the Committee").

General Policy

The Library provides the opportunity for the public to speak on any Library-related issue during the Public Comments item of the agendas of the Board and Committee meetings.

For the Board to fulfill its obligation to complete the scheduled meeting agenda in an effective and efficient fashion, a maximum of 30 minutes of public comment will be permitted at each meeting when the public is present.

Any person shall be permitted an opportunity to speak during the Public Comments segment of the meeting, subject to the guidelines listed in this policy and the Library's Patron Conduct Policy.

Public Comments Guidelines

1. Public Comments are permitted during the Public Comments segments of all Board and Committee meetings.
2. Persons wishing to speak must attend the meeting.
3. Each speaker will be limited to five minutes for their comments.
4. Members of the public wishing to speak are urged, but not required, to sign in prior to the commencement of the Board or Committee meeting and provide their name, address, and topic on which they wish to speak. If applicable, the individual shall provide the identity of the organization or association on whose behalf they are speaking.
5. The Board President or Committee Chairperson will ask if anyone wishes to address the Board or Committee, respectively, and will determine the order in which speakers are recognized. To promote effective and efficient Public Comments, preference will be given to speakers who sign in.

6. Speakers are urged, but not required, to identify themselves, their residence address, topic(s) and groups affiliation, if any, before speaking.
7. Groups are asked to designate a single spokesperson.
8. Members of the public shall not discuss individual Library personnel issues or confidential Patron matters, and the speakers' concerns or comments should be limited to Library business. Comments on the performance of specific Library employees must be addressed to the Executive Director or their designee ("the Executive Director") separate from the Board or Committee meeting. When needed, discussion with the Board about an employee will be held in closed executive session.
9. All public comments shall be addressed to the Board or Committee as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
10. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted. If any member of the public indulges in such remarks or otherwise engages in conduct injurious to conducting public business, the speaker will forfeit the remainder of their time.
11. Failure to adhere to this and other Library policies may result in removal of the speaker from Library property.
12. Board members will generally not respond to comments from speakers, however, on occasion, the Board President or Committee Chairperson may respond as appropriate and ask questions for clarification or direct speakers to the Executive Director for assistance. Issues requiring possible action by the Board or Committee may be added to a future agenda. Issues that may need to be addressed by the Executive Director will be duly noted.
13. The Board President shall have the authority to determine further procedures regarding public participation not otherwise defined in Library policy.
14. The Board and Committee meeting minutes shall contain a summary of each speaker's comments.

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