

The Board is committed to conducting its meetings in a civil and productive manner that will allow the Board's regular business to be completed in a reasonable period of time while allotting a fair and adequate opportunity for public input. The rules below apply to the public comment period in any regular or special meeting ("Public Comment").

1. When the Board meeting reaches a designated time for Public Comments, the Board President, or other presiding officer, will invite attendees to make Public Comments.
2. The Board President will ask persons wishing to speak to wait in line in an orderly fashion at a designated place until recognized by the Board President. The Board President will recognize one person to speak at a time, and all speakers must provide their name and address for the record. No person in attendance may make a comment without being recognized.
3. Public Comments must be addressed to the Board, not to other members of the audience or library staff.
4. Each speaker is entitled to only one (1) three-minute time during any Public Comment period per meeting and may not split the time or "give" the time to another speaker. If the speaker's time is interrupted or delayed, their time may be extended at the discretion of the Board President.
5. In lieu of speaking, a person may submit written comments to the Library Director or Board President via email or via physical mail sent to the library's administrative offices. Written materials must be received by 4:30pm to be considered for that day's meeting; materials received after will be reviewed at a subsequent meeting. Written materials submitted to the Board are considered public documents and may be read aloud in the meeting, provided they can be read in a three-minute period and may be subject to Freedom of Information Act requests.
6. The Board encourages free and complete public dialogue on Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting. No person shall engage in disruptive, discourteous, belligerent, or other uncivil behavior. The Board President may, without prior warning, limit or end the comments of any person who engages in this conduct.
7. If a speaker includes specific questions to the Board, the Board has no obligation to respond.
8. All signs are prohibited at Board meetings.
9. The Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.

Failure to adhere to these rules may result in removal from the meeting.