

2.1.050 Public Comment at Library Board Meetings

Approved: February 2022

Revised: February 2023

The Bosler Memorial Library Board of Directors welcomes and encourages public participation and input. This policy ensures that interested individuals are provided time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner. This policy sets forth the rules and procedures for public comment at Library Board meetings.

- Time for public comments will be set aside at the beginning of the agenda.
- A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request the name, township, and group affiliation (if any) of the person wishing to make public comment. In addition, the attendee should indicate whether they have a Cumberland County Library System library card. Anyone refusing to identify themselves will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Executive Director in advance of the meeting.
- Public comments are only permitted during the time designated on the meeting agenda.
- A maximum of five speakers can be heard, and each speaker will have a maximum of three minutes and will start by giving their name, township or Borough, and subject matter.
- Priority will be given to residents of Cumberland County and/or Cumberland County Library System library card holders.
- The President is the designated spokesperson for the Board. As spokesperson, the President will call names from the sign-in sheet in the order they are listed.
- All comments are to be addressed directly to the Board.
- Individuals may only speak once during the public comment period.
- Groups wishing to comment must select one representative to present speak on their behalf.
- The President and Board Directors will not engage in dialogue with the speakers, and there will be no debate.
- Comments should be brief and to the point. Negative comments to individual Board Members or Library Personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane (as determined by the Board President). It is the responsibility of the President to declare the person out of order and to refuse them permission to continue to address the Board.

- Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting. The Board may refer any matter raised during public comment to the Executive Director for review.
- All comments made become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the minutes.
- Individuals who did not have an opportunity to speak within the allotted time for public comment may submit comments in writing to the Executive Director.
- This policy will be made available for review with the sign-in sheet at each meeting.

Policy Notice: This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library.