

Public Comment Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

Meetings of the _____ Library Board of Trustees are open to the public. In accordance with the Open Meetings Act, any person may attend any meeting where a quorum of the Board will discuss public business. No person shall be required to provide personal information to attend a meeting or address the Board.

Although the right to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the Board, the library recognizes the importance of receiving input from the public. As part of its agenda, the Board may provide a period for public comment. Members of the public may address the Board only at the time indicated on the agenda and when recognized by the Board.

Comments by members of the public are limited to five minutes per speaker, on a first come, first served basis, but may be limited due to time constraints. In case of multiple speakers, the Board may assign numbers to maintain order. The Board has authority to oversee the orderly conduct of comments of the public, including but not limited to, extending/shortening the time limit for or order of the speakers.

Public comments should pertain to issues that are relevant to the library and should not be directed to individual board members. Comments should not include language considered offensive, harassing, threatening or profane. The Board retains the right to maintain order including stopping comments that are disruptive or not related to library business.

Public comment is an opportunity to receive input from the public but is not a dialogue with board members. There is no guarantee that matters brought forth by the public will be addressed by the Board. The Board may refer any item raised during public comment to the Library Director for further review or action.

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