

## Public Meeting Comment and Recording Policy

The Gail Borden Public Library District encourages public comment and input of interested individuals pursuant to the guidelines outlined in this policy. Therefore, at each regular or special meeting, the agenda will include a “Comments by the Audience” section.

Citizens are always welcome to speak at Board meetings. In addition, written comments may be left in the suggestion box in the Customer Relations Department or on a form found on the library’s homepage ([www.gailborden.info](http://www.gailborden.info)). The e-mail addresses for each board trustee are posted on the library website.

The following policy guidelines apply to public meeting comments and recordings:

1. Those members of the public wishing to speak or record a public meeting of the Gail Borden Public Library District Board, including all subsidiary bodies and committees, are required to complete a current “Request to Speak” or a “Request to Record” form. These forms are available at the table of the Recording Secretary and must be submitted to the Recording Secretary prior to the beginning of the specific meeting at which the member of the public wishes to speak or record.
2. All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff or other members of the public.
3. Public comments shall be made by individuals physically present. Public comment by use of any telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. These individuals or those who require disability related accommodations are requested to contact the library’s Executive Director/Deputy Director in advance to allow the library to try to arrange reasonable accommodations.
4. Generally the board will not engage in a dialogue (written or verbal).
5. Comments should be in good taste and remarks about specific individuals are not allowed. At any time the presiding officer feels the speaker is not following these guidelines or other library policies, the presiding officer is authorized to direct the speaker to sit down or leave the meeting.
6. Business presentations should be handled directly through the appropriate library staff rather than use of a request to speak at a public meeting. If you are unfamiliar with the appropriate staff to contact, please contact Administration Reception or the Information Desk.
7. Comments will be limited to a single three minute time period, per individual, per meeting.
8. Recording at a meeting should be conducted in such a manner as to not interfere with the business of the board or obstruct the view of attendees.

The governing board of the Gail Borden Public Library District is the Gail Borden Public Library Board and includes all subsidiary bodies and committees.