

POLLARD MEMORIAL LIBRARY

Public Comment Policy

PURPOSE

The Pollard Memorial Library (PML) Board of Trustees encourages and welcomes public participation at their meetings. To that end, all meetings are open to the public, and the written minutes from those meetings are posted on the Lowell City web page. In addition, members of the public are also provided with the opportunity to make public comments at the Board of Trustees at their regular meetings.

PROCESS FOR MAKING PUBLIC COMMENT

1. Public comments are only permitted during the time designated on the meeting agenda.
2. A maximum of five speakers will be heard and each speaker will have two minutes to speak.
3. Each speaker is allowed to comment only once.
4. It is appreciated if notice of an intention to speak at a Board meeting is given to the Library Director or the Chairperson of the Board, preferably a week in advance of the meeting.
5. Before the meeting, a sign-up sheet will be made available for audience members who wish to speak.
 - a. The sheet will request name, address, group affiliation (if any), and topic/issue to be addressed.
 - b. Anyone refusing to identify themselves will not be permitted to speak.
 - c. Members of the public wishing to speak **MUST SIGN UP BEFORE** the meeting begins.
 - d. Groups wishing to speak must select one representative to present the group views.

BOARD RESPONSIBILITIES

1. The Chairperson is the designated spokesperson for the Board.
2. As spokesperson, the Chairperson will call names from the sign-in sheet in the order they are listed.
3. The Chairperson and Board shall not engage in dialogue with the speakers, and there will be no debate.
4. It is the responsibility of the Chairperson to call time and to make any explanations to the speakers that are needed to move the business of the meeting forward.
5. Additional agenda items will not be added after public comment. The suggestions brought forth by the public during the comment session may or may not be addressed by the Board at a future meeting.
6. The Board may refer any matter of public comment to the Library Director, Library Staff, or the appropriate agency for review.
7. All public comments made at the meeting will become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments.
8. Any materials presented to the Board will be included in the PML Trustee files rather than the published minutes.

This policy is subject to review by the PML Board of Trustees.

Adopted by the Board of Trustees, June 7, 2023.