

## **Public Comment Policy for Board of Trustees Meetings**

*This policy is reviewed and revised as necessary; last date of approval is 2/5/26.*

### *Identification and Time Limits*

Individuals wishing to speak publicly at a Board of Trustees meeting must identify themselves by providing their first and last name before they begin speaking. Each individual is allotted a three-minute window to make their public comments. It is important to note that the total duration for public comments during a meeting is limited to 30 minutes. Once the public commenting period concludes, the Board will not engage in further discussion with the audience to ensure sufficient time is available for library business.

### *Before the Agenda Discussion*

- Public Comment on Agenda Items: The first opportunity for public comment occurs before the Board begins discussing the meeting agenda. During this time, comments must pertain to items listed on the agenda.

### *End of the Meeting*

- Public Comment on Non-Agenda Items: If the public has comments on topics not included in the agenda, they may be given an opportunity to express these at the end of the meeting.

Regardless of when public comments are made, speakers are required to adhere to the identification and time limits outlined in this policy. This structured approach ensures that the meetings are conducted efficiently while allowing community members a voice in the proceedings.