

# Hudson Area Library

## Public Expression at Library Board Meetings Policy

Library Board meetings are for the conducting of library business and are open for observation by the public. They are not public hearings about library affairs. Pursuant to the Open Meetings Law, public participation is not required. However, the Library Board has set aside a period for public expression in the agenda. The public shall be recognized as the last item on the agenda.

In the interests of time and the effective conduct of business, individual public comment will be limited to no more than two (2) minutes each so that all members of the public attending a board meeting will have an equal opportunity to speak. Under no circumstances will the public participation portion of the meeting exceed sixty (60) minutes.

There may be a sign-up register and individuals will be listened to in the sign-up order. Those wishing to speak must identify themselves, any organizations they may be representing at the meeting and, where applicable, the agenda topic they wish to discuss.

Statements made during meetings must be civil, respectful and relevant to Library business. Cross conversation between members of the public during the meeting is prohibited. Any person or persons judged to be disruptive by the Board President, or who do not follow the guidelines established by the Board of Trustees, will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

Questions and comments shall be addressed to the President of the Board. Board members are not required to respond to questions or statements made during the public expression portion of the meeting. The Library Board will not be expected to act upon a request at the meeting at which it is made. Any specific request for Library Board action must be concise and in writing and will be kept as Public Record. The Library Board will act as a body in response to requests.

Personal complaints against Library staff or Board members shall not be received by the Library Board in an open meeting. Any such complaint shall be presented to the Library Director in writing for appropriate action.

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### **Board Meetings Policy**

The Library maintains minutes of each meeting, reporting on the actions taken by the Library Board at the meeting, with only a brief synopsis of the reports the Library Board receives from committees and staff. The names of members of the public who address the Board President and the general topic on which they speak during the period of public expression will be noted in the minutes.

If the Library Board is unable to meet in person due to an emergency, infectious disease outbreak and/or under direct edict of a state or county executive order, the Library Board will comply with such directives and meet virtually. A virtual meeting may preclude public comment from occurring.