

Policy on Citizen Input and Citizen Conduct at Library Board Meetings

Citizen Input:

Individuals or groups wishing to address the Library Board are encouraged to complete an Agenda Request Form and request that an item be put on the agenda for discussion at a regular Library Board Meeting. The deadline for such requests is noon on the Friday preceding the meeting of the Library Board of Trustees.

Citizen Conduct at Meetings:

Citizens are welcome and encouraged to attend any and all meetings of the James Kennedy Public Library. In order to facilitate citizen input regarding Library Board actions and activities, the following procedures will be followed at all meetings:

Agenda Items

1. You may address any item on the agenda by standing or stepping to the podium when that item is up for discussion.
2. After recognition by the chair, state your name, address and group affiliation (if appropriate).
3. You may speak one (1) time per item for a maximum of **five (5) minutes**.

Oral Presentations

Although not required by city code of ordinances, oral presentations may be allowed at the Board's discretion. The "oral presentations" section of the agenda is your opportunity to address items not on the agenda. The following procedures will be followed:

1. You may speak to one (1) issue per meeting.
2. Please stand or step to the podium and after recognition by the chair, state your name, address and group affiliation (if appropriate).
3. You may speak for a maximum of **five (5) minutes**.

The Library Board will listen to your presentations and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for response from the board, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

It is important to note that a Library Board meeting is a meeting conducted in public, not a public meeting. In other words, the public, and possibly media representatives, are there to watch the board work, not to participate in the board meeting.

Adopted May 2003, reviewed January 2008, revised April 2026