

Community Participation in Library Trustee Meetings

Policy

- The agenda for Library Trustee meetings is determined by the Library Director and Trustee Chair and is published on the Town website by the Library Director in advance of Trustee meetings in accordance with Open Meeting Law. Trustees may request that items be considered for inclusion on agendas by contacting the Library Director, Assistant Director, or Trustee Chair.
- Members of the community who wish to speak at a Library Trustee meeting are invited to do so during Community Time. Trustees may be called on by the chair to answer questions of a factual nature posed by community members, but no deliberation and/or action is allowed.
- The parameters of Community Time are: 10 minutes allotted; 3-minute limit per speaker.
- For topics that may be of great public interest, or for which Trustee deliberation may benefit from hearing directly from members of the public, the Trustee Chair may designate time on the agenda for public comment. In the instance that a topic will include time for public comment, it will be noted on the agenda published in advance.
- Background materials are distributed to board members at the meeting in order to support Trustee deliberation. An exception may be made, at the discretion of the Trustee Chair, to distribute information ahead of time to community members in preparation for an agenda item that includes time for public comment.
- Only items included on the published agenda are deliberated upon by Trustees. The Unanticipated Items section of the agenda is for topics the Trustees/Library Director cannot reasonably anticipate 48 hours before the meeting. Typically, Unanticipated Items, particularly those of potential interest to the public, will be postponed to a future agenda.

Adopted by the Board of Trustees 5/21/15.