



## Public Meeting and Public Comment Policy 3/8/16

The Board of Trustees of the Riverside Public Library welcomes public participation and will hear any interested individual pursuant to Public Act 96--1473 (Open Meetings Act 5 ILCS 120/2.06 and the guidelines outlined in this policy. At each regular Board meeting, a period of time not to exceed the cumulative total of all guest speakers will be devoted to public participation, as set forth on the meeting Agenda. An individual may address the Library Board only during this portion of regular or special board meetings or as granted by the Board President or designee. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels.

The following rules shall govern speakers who address the Board:

1. Attendees will receive a copy of the Agenda for the meeting.
2. Those who wish to speak must sign in on the attendance sheet provided at the entrance to the meeting room and provide their name and address.
3. Riverside residents will be given priority.
4. All comments should be addressed to the Board President.
5. Speakers will be given 5 minutes to speak in the order in which they signed up. The presiding officer may extend time.
6. Speakers concerns or comments should be limited to library policy or operations.
7. No public comment shall be heard on personnel issues or confidential patron matters or any other matter that may be subject to discussion in a closed/Executive Session in accordance with the Open Meetings Act. Nor shall comments be heard on behalf of or opposed to any candidate for public office. Questions of this type may be addressed, in writing, to the presiding officer, who shall determine the appropriate method of response.
8. Any person may record the proceedings at meetings required to be open by tape, film, or other means, provided, however,
  - a. Taping shall not interfere with the overall decorum and proceedings of the meeting.
  - b. Equipment used must be silent and unobtrusive; and use of flash or lighting equipment may not be used unless otherwise permitted by the presiding officer.
  - c. Microphones or pick--ups shall not be placed in the section of the room designated for the board of trustees unless otherwise permitted by the presiding officer.
9. An immediate response from the Board is not required. Board members may respond, as appropriate, or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the board may be added to a future agenda, giving 48 hours notice to the public per Open Meetings Act.
10. Public comments become part of the public record of the board meeting.

Reviewed and approved by the Riverside Public Library Board of Trustees March 8, 2016