

**COAL CITY PUBLIC LIBRARY DISTRICT
PUBLIC PARTICIPATION AND INPUT POLICY**

**APPROVED BY THE
BOARD OF TRUSTEES**

**REVISED
December 13, 2016**

**COAL CITY PUBIC LIBRARY DISTICT
PUBLIC PARTICIPATION AND INPUT POLICY**

The Coal City Public Library District Board of Trustees welcomes public participation at its meetings. Meetings are conducted in compliance with the Illinois Open Meetings Act, which requires board meetings be open for public observation.

The board meeting agenda includes time at each meeting for public comments. In order for the board of trustees to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted at each meeting when the public is present.

All visitors are required to sign in prior to the call to order. If a visitor wishes to speak to the board of trustees during the public comment section of the agenda, he/she must complete the required form (**Appendix A**) and present it to the board president prior to the start of the meeting. Completing this form will insure everyone who wishes to speak has the opportunity to do so. The board president will recognize speakers in the order in which they sign in.

Each speaker will be given five (5) minutes to share her/his views with the board of trustees. If more than six people wish to speak, the 30 minutes allowed will be divided equally among all the speakers. The secretary and/or recording secretary will monitor the allotted time. The board has the right and responsibility to maintain its agenda.

If a resident wishes to share additional comments, he/she may schedule an appointment with the library director, who will then present a summary of that meeting to the board of trustees. If there are many residents concerned about an unresolved issue, the board may schedule a special meeting to address the issue.

The board of trustees may not be able to respond at this meeting to all questions, requests for information, or requests for action. The request will be noted and the

board of trustees will respond after it has had an opportunity to consider and/or investigate the request.

Comments will not include discussion of personnel matters. These matters should be brought directly to the attention of the library director. Proper and polite behavior is expected of all participants.

The meeting agenda will be given to the public present. Other documents can be requested through the Freedom of Information Act after the meeting. Request forms are available at the circulation desk or on the library's webpage. Open meeting minutes will be available on the website within one week from the date of their approval.

The board of trustees appreciates all who participate in open and orderly meetings.

APPENDIX A

**REQUEST TO SPEAK TO THE
COAL CITY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
DURING THE PUBLIC COMMENT SECTION OF THE AGENDA**

This form must be completed and handed to the board president before the start of the meeting if you wish to speak to the Coal City Public Library District Board during the "public comment" section of the meeting agenda.

NAME: _____

ADDRESS
(OPTIONAL): _____

GROUP/ORGANIZATION REPRESENTED: _____

SUBJECT: _____