



# AVON

## FREE PUBLIC LIBRARY

### **Public Comment at Library Board Meetings Policy**

#### **Purpose:**

The function of the regular meetings of the Board of Directors of the Avon Free Public Library (the "Board") is to conduct the business of the Avon Free Public Library (the "Library"). Although Board meetings are public meetings, they are not public hearings. The Board does, however, provide an opportunity for public comment.

#### **Key Definitions:**

**Public comment** means input given by members of the public on Library matters that affect them, with the intention that these comments become a matter of public record.

#### **Scope:**

This policy applies to members of the public wishing to make written or oral public comments to the Board.

This policy covers the process the Library will follow when members of the public wants to make public comments to the Board.

#### **Roles and Responsibilities:**

Members of the public who wish to make public comments at a Board meeting are responsible for following this policy.

The Board President, or their designee, is responsible for incorporating public comments into the Board meeting agenda and conducting meetings in accordance with this policy.

It is the responsibility of the Board Secretary, or their designee, to prepare a written summary of public comment(s) for review by the Board following public comments.

It is the responsibility of the Library Director to accept written comments and requests for public comment in accordance with this policy.

#### **Procedures:**

##### **Agenda Procedures**

Any member of the public wishing to have an item considered for addition to the agenda should contact either the Library Director or the Board President at least one week before the next Board meeting.

After a request is made, time may be reserved on the agenda at the beginning of the Board meeting for public comment. Public comment is limited to this period.

## **Meeting Procedures**

1. At meetings where public comments have been added to the agenda, members of the public who wish to speak must sign in before the meeting begins, identifying themselves and providing their address and group affiliation (if any) to the Board before speaking. Anyone refusing to identify themselves will be prohibited from speaking.
2. Members of the public are limited to a maximum of three minutes of comments. Meeting facilitators will inform the speaker and Board when one minute of discussion time remains. When the time limit is reached, the person speaking may finish the current sentence.
3. No more than thirty minutes will be allotted per meeting for public comment.
4. Public comments will be addressed to the entire Board, but normally there will not be a response from either Board members or the Library Director. It is at the discretion of the Board President, or their designee, whether to allow any response or discussion of public comments.
5. During the public comment session, comments are welcome but additional agenda items will not be accepted.
6. If at any time persons appearing before the Board exceed the time limit set forth in this policy or become inappropriate in language or behavior, it shall be the responsibility of the Board President, or their designee, to declare that person out of order and to revoke their permission to continue to address the Board. Behavior expectations are explained in more detail in the [Library's Behavior Policy](#).
7. There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at the current or a future meeting.
8. At the Board President's, or their designee's, discretion, additional public comment sessions or additional time allotted per meeting for public comments may be allowed.
9. Written comments will be accepted from anyone who needs or prefers to comment in writing. Deadlines for submitting written comments may be established. Comments may be submitted in either electronic or paper format. Send comments to: Library Board, c/o Library Director, Avon Free Public Library, 281 Country Club Road, Avon, CT 06001, or [avonlibraryboard@avonctlibrary.info](mailto:avonlibraryboard@avonctlibrary.info).
10. Comments made become part of the meeting record.

A written summary of public comments will be prepared for review by the Board following public meetings.

## **Location:**

This policy is available on the Avon Free Public Library website:  
<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Administration Office

Adopted: June 20, 2023